



# Byron College

## Recruitment of Ex-Offenders and Security of Disclosure Information Policy

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**First Review Date:** August 2017

**Review Date:** August 2018

**Distribution:** To all

### **Aims**

It is of fundamental importance to Byron College to ensure as far as possible, that those who take up appointments do not pose a risk to the children in its care. For this reason the School applies and reviews the past criminal records of any applicants for positions prior to confirming any appointment.

Criminal Record and DBS checks are required not only for staff working at the School, but for anyone who may come into regular or intense contact with the pupils. This may include volunteers and staff working on behalf of the School. All those at Byron College who are involved in the recruitment process, have been trained to identify and assess the relevance and circumstances of offences.

### **Procedure**

All applicants are encouraged to provide details of any cautions or convictions that may appear on the Disclosure certificate at the earliest opportunity, i.e. on the supplement attached to the application form. This information should be placed in a sealed envelope marked 'DBS Confidential' and attached to the application form when applying for a position with the School.

All Disclosure information is separated from the application form at the point of receipt to avoid any potential for unfair discrimination of applicants with criminal records. This information will only be seen by those who need to see it as part of the recruitment process.

Successful applicants are required to complete and return the DBS application form as soon as possible. Appropriate documentation should be brought in person (wherever possible) to the designated person in the School. This information will only be seen by those who need to see it as part of the recruitment process. The School will then apply to the DBS for a criminal records check.

DBS Disclosures are sent to the successful applicant only. Therefore, all successful applicants must bring the original DBS Disclosure to the Operations Administrator for verification.

## Consideration of Disclosure Information

On receipt of a DBS Disclosure containing information on cautions and/or convictions, the School shall consider the following:

- Whether the conviction or other information disclosed is relevant to the position in question
- The seriousness of the offence or other matter revealed
- The length of time since the offence or other matter occurred
- Whether the applicant has a pattern of offending behaviour or other relevant matters
- Whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters.
- The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

The School will discuss any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought, could lead to a withdrawal of an offer of employment as outlined in the School's recruitment policy. **Any DBS Disclosure revealing that the applicant may be unsuitable to work with, or have regular contact with children, will not be employed or permitted to work on School premises.** However, offences that do not indicate any significant risk to children will not necessarily debar applicants from employment with the School.

## Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information

Disclosure information is kept securely in locked containers with access strictly controlled and limited to those who are entitled to see it as part of their duties. It is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given – it will not be passed on to anyone who is not entitled to receive it.

Once a recruitment (or other relevant) decision has been made, the School does not keep Disclosure information for any longer than is necessary and for a maximum of six months. Once the retention period has elapsed, the School will ensure that any Disclosure information is immediately destroyed i.e. by shredding. The School will not leave any Disclosure information in any insecure place whilst waiting for the shredding to take place.

The School will not keep any copies of the DBS Disclosure but will keep a record of the date of issue of a Disclosure, the name of the person, the position and sector for which the Disclosure was requested, the unique reference number and any details of the recruitment decision taken. The School is required to keep a record of this information by the Department for Education.

The School has a separate Data Protection Policy detailing security measures regarding secure storage, handling, use, retention and disposal of personal information.