

## **POLICY ON THE RECRUITMENT OF EX-OFFENDERS AND SECURITY OF DISCLOSURE INFORMATION**

### **1. Introduction**

- 1.1 Leweston school is an equal opportunities employer.
- 1.2 In order to promote an environment within which the school can call upon the widest possible range of knowledge, skills and experience, as well as ensuring compliance with the relevant legislation and codes of practice, we are committed to achieving and maintaining a workforce which represents the population within our recruitment area in terms of sex, race or colour, nationality or national or ethnic origin, religion or religious beliefs, sexual orientation, age, marital status and disability.
- 1.3 To achieve this we will regularly review the operation of our recruitment, promotion, training and development policies to ensure that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable. This does not mean that applicants for employment or members of staff are excused from their general obligation as employees to support and promote the Catholic ethos of the school even if it conflicts with their personal religion or religious beliefs or sexual orientation.
- 1.4 Leweston school uses Atlantic Data which is a Registered Body with the Criminal Records Bureau (CRB) for the purposes of obtaining access to criminal records for employment and voluntary appointments. It is of fundamental importance to Leweston to ensure, so far as is possible, that those who take up appointments do not pose a risk to children in its care. It is important, therefore, for the school to apply for and review the past criminal records of any successful applicants before confirming and taking up a position at Leweston.
- 1.5 Leweston also considers it essential that the confidential and personal Disclosure information from the CRB is used fairly and sensibly in order to avoid unfair discrimination of applicants for appointments at Leweston. Candidates are selected for interview based on their skills, qualification and experience.

### **2. Reasons for Requiring Disclosure**

- 2.1 In accordance with the Regulatory Requirements of Independent Schools, all employees at Leweston must have an Enhanced Disclosure. All job details and formal offers of employment will contain a statement that a Disclosure will be requested.
- 2.2 Prior to request by Leweston to undertake a criminal records check, applicants are required to confirm to Leweston, in confidence, that they have no relevant convictions and that there is no associated information (including police enquiries and pending prosecutions) of which Leweston should be aware.

### **3. Types of Disclosure**

- 3.1 Criminal records checks from the CRB are referred to as “Disclosure”. In accordance with the

above requirements all Disclosures undertaken are on an Enhanced basis.

- 3.2 Enhanced Disclosures are normally required for positions that involve a greater degree of contact with children, including caring for, supervising, training or being in sole charge of young people such as in a school environment.
- 3.4 Enhanced disclosures include details of all convictions held on the Police National computer, including current and 'spent' convictions, as well as details of any cautions, reprimands or final warnings. The Disclosure will also indicate whether information is held on government department lists held by the Department of Health and the Department for Education and Skills. In addition, Enhanced Disclosures include a check on local police records.

#### **4. Application Procedure**

- 4.1 Leweston will provide the applicant with details of how to apply for a CRB disclosure. The applicant will be required to either complete the form on line or provide the necessary information to the Bursary together with proof of their identity, original documents not copies, as required by the CRB. The information will only be seen by those who need to see it as part of the recruitment process. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment (or the termination of the employment if it has commenced).
- 4.2 The applicant will be required to sign the completed application form which will then be forwarded to Atlantic Data. Atlantic Data will countersign it and forward it to the CRB. The final Disclosure, which can take several months, will be sent direct to the applicant with a copy to Leweston.

#### **5. Consideration of Disclosure Information by the School**

- 5.1 If the Disclosure reveals information not previously known to the School, Leweston shall consider the following:
- a) Whether the conviction or other information disclosed is relevant to the position in question;
  - b) The seriousness of the offence or other matter revealed;
  - c) The length of time since the offence or other matter occurred;
  - d) Whether the applicant has a pattern of offending behaviour or other relevant matters;
  - e) Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
  - f) The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

#### **6. Criminal Records Bureau Code of Practice**

- 6.1 Leweston agrees to comply with the provisos of the CRB Code of Practice where possible, taking into account the Regulatory Requirements of Independent Schools.

## **7. Security of Disclosure information**

- 7.1 Leweston will ensure that the Disclosure information is stored securely and will be kept in locked cabinets to which only those in the Bursary will have access.
- 7.2 Leweston recognises that it is a criminal offence to pass Disclosure information to anyone who is not entitled to receive it.
- 7.3 Disclosure information will only be used for the specific purpose for which it was requested and for the applicant's full consent has been given.
- 7.4 Once a recruitment decision has been made, Leweston will retain the Disclosure information until the next Boarding Inspection.
- 7.5 In the event of a dispute with the applicant over the content of the Disclosure information, the documents may need to be retained for a longer period.
- 7.6 Leweston will destroy Disclosure information, and any associated correspondence by shredding.
- 7.7 If disclosure information is lost, Leweston will inform the CRB and applicant/employee as soon as possible.

## **8. Further information**

If you have any queries regarding Disclosures. Please contact:

Ms Penny Graham or Mrs Dee Greenham in the Bursary, [bursary@leweston.dorset.sch.uk](mailto:bursary@leweston.dorset.sch.uk)  
Tel 01963 210765.