



## Disclosure: Guidance for Applicants

### What is a Disclosure?

A Disclosure is a document containing information held by the police and government departments. It can be used by employers and voluntary organisations to make safer recruitment decisions. Disclosures are provided by the Disclosure & Barring Service (DBS), an executive agency of the Home Office.

The Disclosure service offers organisations a means to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for posts they are trying to fill. Disclosures will provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC). If the position involves working with children, Disclosures will also contain details from lists held by the Department of Health (DH) and the Department for Education and Skills (DfES) of those considered unsuitable for this type of work. Depending upon the level of Disclosure, it might also contain information held by local police forces.

An **Enhanced** Disclosure will be required. These are for posts involving a far greater degree of contact with children or vulnerable adults. In general the type of work will involve regularly caring for, supervising, training or being in sole charge of such people. Examples include a teacher, scout or guide leader. Enhanced Disclosures are also issued for certain statutory purposes such as gaming and lottery licences.

This level of Disclosure involves an additional level of check to those carried out for the Standard one. An Enhanced Disclosure includes a check on local police records. Where local police records contain additional information that might be relevant to the post the applicant is being considered for, the Chief Officer of police may release information for inclusion in an Enhanced Disclosure

### Why have I been asked to apply for a Disclosure?

You have been asked for a Disclosure because you will be working with children.

### Can I refuse to apply for a Disclosure?

There is no general obligation to apply for a criminal record check. But other rules may make it compulsory to check the lists held by the DH or DfES of those who are banned from working with children. In either event, an employer may choose to withdraw the offer of a position if a candidate declines to apply for a Disclosure. You may wish to take advice from your employer, trade union or another qualified person in these circumstances.

### What if I already have a Disclosure?

The School will apply for a new Disclosure for you. However, if you already have a Disclosure and have registered with the DBS Update Service, the School will be able to check this entry and another Disclosure will not be required, if there has been no change.

### **What if I have lived overseas?**

If you've lived overseas for a substantial period of time, the School will require you to obtain a police statement from the overseas authorities to cover any time lived abroad and certainly to cover the previous 5 years. In addition, a DBS Disclosure will still be required.

### **How much will a Disclosure cost?**

The School will organise and pay for your Disclosure.

### **How do I apply for a Disclosure?**

If you are successful in gaining a position, the HR Manager will contact you with instructions on how to apply for a DBS Disclosure.

You will be asked to provide information that relates to you personally. This will help the DBS to confirm your identity.

The DBS is committed to compliance with the Data Protection Act. This means that any personal information that you submit to them will be protected.

### **Who will receive my Disclosure?**

You will receive your Disclosure in the post. If you agree with its contents, you must then show it to the HR Manager who needs to check the original and keep a copy for their records.

### **What if I have a criminal record that may not be relevant to the position for which I am applying?**

Safeguards and guidelines have been introduced to ensure that conviction information is not misused and that ex-offenders are not treated unfairly.

Ex-offenders will retain the protection afforded by the ***Rehabilitation of Offenders Act 1974***. The Code of Practice for Registered persons and other recipients of Disclosure information will govern Registered Bodies' conduct and prevent abuse of the system.

### **For how long will Disclosures be valid?**

Each Disclosure will show the date on which it was printed, therefore, the older the Disclosure the less reliable it is. However, there will be no expiry date.

### **Further Information**

If you would like more information about Disclosure or the DBS please look at the website [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

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