

## DBS & BARRED LIST CHECKS AND THE RECRUITMENT OF EX-OFFENDERS

This policy applies to both the Junior and Senior Schools.

### 1. Introduction

This Policy aims to provide guidance to colleagues on the School's standard practices within recruitment. In general this policy will apply to all staff, however it is not expected that it will cover every eventuality and therefore it sets out the main principles to which the School will adhere.

If at any stage a colleague or applicant is concerned that this policy is not being followed, he/she should raise the matter with their Head of Department or main recruitment contact in the first instance. If this is not possible – or fails to resolve the matter, it should be brought to the attention of the Head of HR 020 8613 5004 (or [hr@alleyns.org.uk](mailto:hr@alleyns.org.uk)).

Please note that copies of the DBS Code of Practice are available online:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/474742/Code\\_of\\_Practice\\_for\\_Disclosure\\_and\\_Barring\\_Service\\_Nov\\_15.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf)

### 2. Principles

- Full consideration will be made as to whether or not a post should be subject to a DBS check. Such consideration will ensure that a DBS check is or is not reasonable and proportionate. Due to the nature of the School and its work, all (current) employed roles will involve access to children or access to personal information regarding children and therefore an enhanced DBS check will be reasonable and proportionate.
- All adverts for posts which require the successful applicant to complete a DBS check will contain wording to this effect.
- All application forms placed on the School's website or sent out will be accompanied by the Explanatory Note document. This sets out the safeguarding requirements relevant to recruitment and the reasons for these.
- Information regarding gender, age, nationality, race and disability is collected separately and not shared with the recruitment panel as a whole. Information disclosed regarding previous offences will be viewed by the Head/Bursar/Junior School Head or the Head of HR.
- Selection for interview and selection after interview will be made on the basis of the quality of the application and the performance at interview (including any tests); no account will be taken of any offences disclosed, except where such disclosures made by the applicant would be of so serious a nature as to automatically preclude him/her from working in the role applied for without need for further explanation.
- Any disclosures received by the School whether made by the applicant or through the DBS will be treated in the strictest confidence. Disclosures will only be made available to persons involved in the recruitment process, or those that have authority to review records (e.g. ISI Inspectors).

- At all times, applicants will be informed as to whether or not the post is subject to a basic, standard or enhanced DBS check. A basic check will require information on unspent offences only, a standard check will require details on spent and unspent offences, whilst an enhanced check would require all of the above and information held by local police forces.
- Where a staff member's DBS disclosure contains details of an offence, this will be considered by the Head, and (as necessary) either the Head of the Junior School or the Bursar. If the individual continues to be employed by the School then a record of the decision making process will be retained on his/her personal file.
- All DBS documents and records will be securely kept at all times and not made available to unauthorised staff. This will usually require the documents to be kept in a locked cabinet. When destroying such documents, all care will be taken to ensure that they are disposed of in a secure manner.
- All disclosure documents must only be used for the purposes for which they were issued.

### **3. Storage and Disposal of Disclosure Documents**

All disclosures will be stored, handled and disposed of in line with the DBS Code of Practice, the Data Protection Act/General Data Protection Regulation and all other relevant legislation or authorised guidance. To this end disclosure documents will be stored in a secure, lockable, not-portable unit, (e.g. filing cabinet or desk drawer) with access allowed only to authorised persons.

It is a criminal offence to pass disclosure information to parties not authorised to view it. Such an act is also likely to result in disciplinary up to and including dismissal for gross misconduct.

When destroying disclosure information it must be shredded, burned or pulped (or disposed of in a manner that renders the information unreadable). Whilst waiting to be disposed of, the documentation must be kept securely as described above.

Once destroyed, no photocopy of the disclosure will be kept, although the disclosure number, date and name of the subject should be retained on the Single Central Register.

### **4. Monitoring Existing Staff**

It is a condition (either implied or explicit) of every staff member's employment with the School that they report any event or incident which could have the effect of making them unfit or unsuitable to work with children.

The School will carry out DBS checks on existing staff on/around the fifth anniversary of their appointment.

### **5. Responsibility for the Policy**

It is the responsibility of the Head of HR to review this policy on an annual basis and ensure that it continues to meet the needs of the School.