



RECRUITMENT OF EX-OFFENDERS AND SECURITY OF DISCLOSURE INFORMATION

Dulwich College is a Registered Body with the Disclosure & Barring Service (DBS) for the purposes of obtaining access to criminal record checks for employment and voluntary appointments. It is of fundamental importance to the College to ensure, as far as possible, that those who take up appointments do not pose a risk to the children in its care.

As an organisation using the DBS to assess applicants' suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

As a school, the College applies for an Enhanced level Disclosure for all staff. An Enhanced Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the Rehabilitation of Offenders Act), details of any cautions, reprimands or warnings held on the police national computer and may also contain information that is held locally by the police.

In addition, the application forms issued by the College require applicants to disclose criminal records.

If a candidate has a criminal record, we will consider all the relevant circumstances including:

1. Whether the conviction or other matter revealed is relevant to the job (particularly bearing in mind that Dulwich College is a school).
2. The seriousness of the offence or other matter revealed.
3. The nature and severity of the sentence imposed (including the length of any custodial sentence or community service order).
4. The circumstances surrounding the offence and the explanation offered by the individual.
5. The length of time since the offence occurred and the individual's age at the time of the offence.
6. Whether there is a pattern of offending or other relevant matters.
7. Whether the individual's circumstances have changed since the offending behaviour.

Having a criminal record will not necessarily be a bar to working with us. This will depend on the nature of the position and the circumstances and background of the offences. We ensure that a measured review takes place regarding criminal offences or other relevant matters disclosed.

Before withdrawing a conditional offer of employment we discuss any matter revealed in a Disclosure with the person seeking the position.

Failure to reveal a criminal record could lead to withdrawal of an offer of employment or the termination of the employment if it has commenced.

Security of Disclosure Information

Disclosure information will only be accessed by those authorised to receive it in the course of their duties for the College.

We understand that it is a criminal offence to pass Disclosure information to anyone who is not entitled to receive it.

Disclosure information is only used for the specific purposes for which it was requested and for which the applicant's consent has been given.

The College will store all confidential documents issued by the DBS in secure conditions.

The College will not retain Disclosure information for more than six months following the recruitment decision, unless a dispute is raised or (in exceptional circumstances) where DBS agreement is obtained.

The College will dispose of Disclosure information in a secure manner.

Policy Owner:	The Clerk to Governors
Last Reviewed:	2023-24
Date of Next Review:	2024-25