



GIGGLESWICK SCHOOL

SAFER RECRUITMENT, SELECTION AND DISCLOSURES POLICY AND PROCEDURE

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1 SAFER RECRUITMENT, SELECTION AND DISCLOSURES POLICY AND PROCEDURE

This policy should be read in conjunction with the following policies:

- Safeguarding Policy and Procedures
- The School's Data Protection (Privacy Policy) and Data Retention Policies
- Visitors Policy
- Policy on the Recruitment of Governors

Giggleswick School ("the School") is required to comply with a variety of specific recruitment and pre-employment checks to ensure that we appropriately safeguard the pupils in our care. This includes requirements outlined in the relevant legislation, recommendations and guidance published by the Department of Education, such as: **Keeping Children Safe in Education (KCSIE 2025)**, the Prevent Duty Guidance for England and Wales 2015 (updated 2023), and any guidance or code of practice published by the Disclosure and Barring Service (DBS). We are also required to comply with the Education (Independent School Standards) Regulations 2014 and the National Minimum Standards of Boarding Schools (2022 section 19 and 20).

Alongside these requirements the School is also an equal opportunities employer and is committed to ensuring that the best possible individuals are recruited on the basis of their merits, abilities and suitability for the position, and that applicants are treated fairly and consistently and are not discriminated against on the grounds of gender, sexual orientation, marital or civil partnership status, pregnancy or maternity, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. For further details please see the School's Equal Opportunities Policy, which can be found on the School's website.

The School's Safeguarding Policy and Procedures is also available on the website and can be printed and forwarded to job applicants upon request.

This policy is reviewed annually or as legislation change requires. This policy does not form part of any employee's contract of employment and the School may amend it at any time.

1.1 SAFEGUARDING STATEMENT

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School's Safeguarding Policy and Staff Code of Conduct at all times.

The School will achieve this commitment through effective recruitment and retention of competent, motivated staff members who are suited to, and effective in their roles.

The School aims to recruit staff that share and understand its commitment, and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the School's Application Form and recruitment process must be directed to the Head of Human Resources.

An entry will be made on the Single Central Register for all current members of staff at the School, the proprietorial body (members of the Board of Governors) and all individuals who work in regular contact with children including volunteers, supply staff, residents on site and those employed as third parties.

1.2 INTRODUCTION

This policy applies to all sections of the School. Its purpose is to ensure the practice of safe recruitment of staff appointed by:

- attracting the best possible applicants to vacancies;
- deterring prospective applicants unsuitable for work with children; and
- identifying and rejecting applicants unsuitable for work with children.

The recruitment and selection process will identify the person best suited to the job based on the applicant's abilities, qualifications, experience and merit, measured against the job description and person specification. All checks will be made in advance of the appointment or as soon as practicable after appointment, but before a candidate commences work at the School.

1.3 SCOPE OF THIS POLICY

This policy refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2014, staff are defined as:

Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract but does not include supply staff or a volunteer.

In the case of agency or contract workers, the School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks. The School conducts identity checks on agency and contract workers on arrival in School and, in the case of agency workers which includes supply staff, the School must be provided with a copy of the DBS check for such staff.

The School will check with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure, right to work in the UK, barred list, prohibition, Disqualification in Childcare, qualifications, overseas checks plus in line with **Keeping Children Safe in Education (KCSIE 2025)**, two references, declaration of medical fitness, check of previous employment history). The Single Central Register shows these checks have been made and the School carries out its own identity check and has seen a copy of the disclosure (whether or not it discloses any information).

Certain individuals are automatically disqualified from acting in senior management positions within a charity. Whether an individual falls into the category of a senior management position is judged using the following criteria:

- A person who is accountable only to the Head or the Governors, and who is responsible for the overall management and control of the charity's finances. At the School this would be the Bursar.

Being disqualified means that a person cannot take on, or stay in, a senior manager position – even on an interim basis, unless the Charity Commission has removed (or waived) the disqualification.

In respect of contractors, unchecked contractors will under no circumstances be allowed to work unsupervised in the School. The School will determine the appropriate level of supervision depending on the circumstances.

Any staff who TUPE transfer into the School's staff will be required to undertake the statutory requirements with regard to safer recruitment checks.

If staff are transferred under TUPE (gap of three months or less and information complete) information will be passed to the new employer and a note made on the Single Central Register that details have been accepted under TUPE.

2 RECRUITMENT

2.1 PRE-RECRUITMENT CHECKS

The School will demonstrate a clear commitment to safeguarding with references made on the school website, advertisements for posts and information packs, promotional literature and induction/appraisal materials and training.

In the advertising of posts, a job description will include:

- A job title;
- Where relevant the title of the person who the post reports to;
- Where relevant the titles of staff who report to the new postholder;
- Main duties and responsibilities;
- The purpose of the job;
- Where possible the salary/grade; and
- An explanation that the postholder has a duty to safeguard and promote the wellbeing of pupils.

2.2 APPLICATION FORM

The School is committed to maintaining the highest standards of safeguarding and child protection. As such, we will only consider applications submitted via our official application form, completed in full. Curriculum Vitae (CVs) will not be accepted as a substitute for the application form under any circumstances.

All applicants are made aware that every role within the School carries a degree of responsibility for safeguarding children, though the extent of this responsibility will vary depending on the nature of the post. Candidates applying for employed positions will be provided with a Job Description and Person Specification, clearly outlining the expectations and requirements of the role.

As part of our rigorous recruitment process, we will conduct thorough checks on each candidate's employment history, with particular attention paid to any gaps in employment. These will be cross-referenced with the information provided in references, and any inconsistencies will be addressed directly with the candidate. Where concerns remain unresolved, the application may be declined at the initial stage.

Candidates shortlisted for interview will be informed that the School will carry out a range of pre-employment checks, including:

- An Enhanced DBS check (with Barred List check where applicable);
- An online reputational search, and Verification of identity and Right to Work in the UK;
- All applications will be reviewed by at least two members of staff, one of whom will be a senior leader. The shortlisting process will be guided by the Job Description and Person Specification to ensure a fair and consistent approach.

Given that the role involves substantial access to children, it is essential that applicants provide legally accurate and honest disclosures. A criminal record will not automatically disqualify a candidate; the School will consider the nature of the offence, the time elapsed since its occurrence, the age of the individual at the time, and any other relevant factors.

Applicants are encouraged to submit any criminal record information confidentially, enclosed in a separate sealed envelope. This will be reviewed only by the Headmaster, Bursar, or Head of Human Resources, and securely stored in the employee's file.

Candidates must disclose any unspent convictions, cautions, reprimands, or warnings. However, under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, certain spent convictions and cautions are protected and do not need to be disclosed. These cannot be considered by employers during the recruitment process. Full guidance on the filtering rules and criteria is available on the Disclosure and Barring Service (DBS) website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ('DBS') for the position. Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

The statutory guidance Disqualification under the Childcare Act 2006 applies to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare.

The School takes its responsibility to safeguard children seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the DSL immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they may receive. Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure.

If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.

2.3 INVITATION TO INTERVIEW

The School will short-list applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

A preliminary online search for each shortlisted candidate will be conducted. Any findings of concern will be shared confidentially with the designated safeguarding interviewer(s) and may be explored further during the interview process.

All formal interviews will be chaired by a designated senior member of staff, ensuring consistency and accountability. In line with best practice, at least one member of the interview panel will have completed Safer Recruitment training. For senior appointments specifically those of the Bursar and Headmaster, the Chair of Governors will lead the interview panel. Where a panel member has a prior personal relationship or knowledge of a candidate, this must be declared. The Chair will then determine whether the panel member should withdraw to maintain impartiality. In cases where the Chair has a conflict of interest, the Vice Chair of Governors will make the final decision regarding their participation.

Interviews will be conducted in person, with a focus on assessing the candidate's suitability to work with children. In exceptional circumstances, such as for overseas applicants, interviews may be conducted virtually, provided safeguarding standards are upheld.

All candidates invited to interview must bring original or certified copies of any educational and professional qualifications relevant to the role. Where these documents are unavailable, the successful candidate must obtain written confirmation of the qualifications directly from the awarding body before employment can commence.

The School requests that all candidates invited to interview also bring these original documents:

1. A current driving licence including a photograph and a passport (if they have both).
2. Full birth certificate.
3. A utility bill or financial statement issued within the last three months showing the candidate's current name and address.
4. Where appropriate, any documentation evidencing a change of name.
5. Proof of entitlement to work and reside in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. Online bank statements must be stamped in branch by the bank.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

3 APPOINTMENT

3.1 CONDITIONAL OFFER OF APPOINTMENT: PRE-APPOINTMENT CHECKS

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check;
4. A Barred List check;
5. For a candidate to be employed as a teacher, or in a coaching or instructing capacity, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State.

Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:

- a) Planning and preparing lessons and courses for pupils;
- b) Delivering and preparing lessons to pupils;

- c) Assessing the development, progress and attainment of pupils;
 - d) Reporting on the development, progress and attainment of pupils.
6. Verification of professional qualifications, where appropriate;
 7. Verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999);
 8. Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered (e.g. A police check from any country that the individual has lived or worked for three months or more, in the last ten years);
 9. Satisfactory medical fitness;
 10. Receipt of a signed Staff Suitability Declaration form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance “Disqualification under the Childcare Act 2006”;
 11. For a candidate to be employed into a senior management position as set out above under “Scope of this Policy,” receipt of a signed “senior charity manager positions: automatic disqualification declaration” confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities;
 12. Where the successful candidate will be taking part in the management of the School, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Leadership Team, teaching Heads of Department (Subject Leads) and any ‘Heads of’ roles.
 13. An online search/advocacy check.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence and processed in accordance with the School's Privacy Notice and Data Protection Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role, i.e. proposed workload, extra-curricular activities, layout of the School.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

3.2 REFERENCES

The School will seek the references referred to above for shortlisted candidates (including recommendations for internal applicants) and may approach previous employers for information to verify particular experience or qualifications before interview. The School will ask for alternative referees if deemed necessary. One of the references must be from the applicant's current or most recent employer. References must be received by a senior person with appropriate authority. If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying.

The School will ask all referees if the candidate is suitable to work with children.

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

The School will verify all references. Where references are received electronically, the School will ensure they originate from a legitimate source.

The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate.

3.3 CRIMINAL RECORDS POLICY

The School will refer to the Department for Education document, **Keeping Children Safe in Education (KCSIE 2025)** and any amended version in carrying out the necessary required DBS checks. See Annex B

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request, or accessed here:

<https://www.gov.uk/government/publications/DBS-code-of-practice>.

There are limited circumstances where the School will accept a check from another educational institution which are as follows:

This is where the new member of staff ("M") has worked in:

- A school or a maintained school in England in a position which brought M regularly into contact with children or young persons;
-
- A maintained school in England in a position to which M was appointed on or after May 2006 and which did not bring M regularly into contact with children or young persons; or
- An institution within the further education sector in England or in a 16 to 19 Academy in a position which involved the provision of education or which brought M regularly into contact with children or young persons, during a period, which ended not more than three months before M's appointment.

A new, separate barred list check will be obtained. For note, it is the School's preference and practice to carry out fresh checks on all new employees.

4 DBS UPDATE SERVICE

Where an applicant subscribes to the DBS Update Service, the applicant must give consent to the School to check there have not been changes since the issue of a disclosure certificate. All new joiners are asked to subscribe to the DBS Updates Service on an annual basis whilst employed at the School. The cost of this subscription will be reimbursed upon request. A barred list check will still be required where relevant.

4.1 IF DISCLOSURE IS DELAYED

The new employee will not be able to commence employment until the DBS has been received unless it is deemed that a previous DBS (with no more than 3 month gap) may be used or an appropriate risk assessment may be put in place. This, however, would be on a case-by-case basis and only applicable in special circumstances.

5 RETENTION, SECURITY OF RECORDS AND DATA PROTECTION OBLIGATIONS

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy, available on the School website. Copies of DBS certificates will not be retained unless permission has been provided by the individual.

The School will comply with its data protection obligations in respect of the processing of criminal records information. More information on this is included in the School's Privacy Notice and the Data Protection Policy.

7 ADDITIONAL CHECKS

7.1 Checks on Volunteers

The level of vetting we carry out for volunteers depends on whether their role involves regulated activity. For clarity, the vast majority of our volunteer roles do fall within this category. Where a volunteer's role is not considered regulated activity, their duties must be subject to ongoing, day-to-day supervision by a fully vetted school employee or an appropriately approved volunteer, to ensure the safety and wellbeing of pupils.

Further details on regulated activity can be found in annex a.

DBS checks:

- Volunteers engaged in regulated activity: an enhanced DBS check including a children's barred list check is required.
- Volunteers not engaged in regulated activity: an enhanced DBS disclosure will be completed, excluding barred list information.
- Under no circumstances will an unchecked volunteer be permitted to:
- Have unsupervised contact with pupils, or
- Participate in regulated activity.

Additional vetting:

All volunteers will be required to provide proof of identity and right to work in the UK. The school reserves the right to seek further information to assess a volunteer's suitability. This may include, but is not limited to:

- Formal or informal feedback from employers, parents, or other volunteers,
- References from current or previous workplaces or other relevant sources,
- A safer recruitment interview,
- A reputational check via social media platforms.

Ongoing checks:

If a volunteer has not maintained regular contact with the school for a period of three consecutive months or more, a new DBS check will be required. To streamline this process, all volunteers will be asked to register with the DBS update service, enabling prompt access to up-to-date criminal record information.

7.2 Checks on non-employed residents

As a boarding school, we provide residential accommodation to a number of our employees and, in some cases, their families. Where family members are to reside on the School premises, they may be subject to criminal record checks, in line with our safeguarding responsibilities.

These checks must be completed and deemed satisfactory by the School prior to any family member moving into School accommodation. This requirement helps ensure the safety and wellbeing of all pupils, particularly those in boarding, and reflects our commitment to maintaining a secure and supportive environment.

7.3 FOR RESIDENTS OF BOARDING HOUSES

All individuals aged 16 or over who are part of staff households but are not employed by the school or enrolled as pupils, and who reside on the same premises as boarders, must obtain an enhanced disclosure and barring service DBS certificate, including a check of the children's barred list.

Separate guidelines apply to occasional visitors to boarding houses, as outlined in the school's visitor's policy.

In addition, each non-employed resident aged 16 or over (who is not a pupil at the school) must sign a written agreement. This agreement will outline:

- the terms of their accommodation,
- expectations and guidance regarding contact with pupils (including boarders),
- their responsibility for supervising any visitors they invite,
- and a notice that their permission to reside in school accommodation may be withdrawn if they are found unsuitable for regular contact with pupils.

National minimum standards for boarding see paragraph 19.2 and 19.3

[HTTPS://ASSETS.PUBLISHING.SERVICE.GOV.UK/GOVERNMENT/UPLOADS/SYSTEM/UPLOADS/ATTACHMENT_DATA/FILE/1160273/NATIONAL_MINIMUM_STANDARDS_FOR_BOARDING_SCHOOLS.PDF](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1160273/national_minimum_standards_for_boarding_schools.pdf);

KCSIE see paragraphs 315-317 [WWW.GOV.UK/GOVERNMENT/PUBLICATIONS/KEEPING-CHILDREN-SAFE-IN-EDUCATION--2](http://www.gov.uk/government/publications/keeping-children-safe-in-education--2);

All residents will be required to acknowledge, annually, that they have read and understood the changes to key safeguarding guidance (**Keeping Children Safe in Education KCSIE 2025**) and the School's Safeguarding Policy and Procedures, Staff Code of Conduct, Whistleblowing and Visitors Policy.

ANNEX A THE DEFINITION OF 'REGULATED ACTIVITY'

Regulated Activity is defined in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012).

Any position undertaken at, or on behalf of, the School will amount to regulated activity if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or if it
- satisfies the "period condition", meaning 4 times or more in a 30-day period; and
- provides the opportunity for unsupervised (face-to-face) contact with children.

Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

Nearly all posts at the School amount to regulated activity (including all activities relating to personal care, health care, the provision of advice or guidance for children on wellbeing and driving a vehicle only for children). Limited exceptions could include an administrative post undertaken on a temporary basis in the School Office outside of term time or voluntary posts which are supervised.

We are required to carry out an enhanced DBS check and Barred List check for all employees, supply staff and governors who will be engaging in regulated activity. However, we can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough, i.e. roles which would amount to regulated activity if carried out more frequently.

ANNEX B THE RECRUITMENT OF EX-OFFENDERS

We will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. We make appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for us to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for us to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for us to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006".

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. We will report the matter to the Police and/or the DBS if:

- we receive an application from a disqualified person;
- we are provided with false information in, or in support of an applicant's application; or
- we have serious concerns about an applicant's suitability to work with children

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a DBS check, we will consider the following factors before reaching a recruitment decision:

whether the conviction or other matter revealed is relevant to the position in question;
whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);

- the seriousness of any 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 other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is our normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

Data Protection Obligations

We will comply with our data protection obligations in respect of the processing of criminal records information. More information on this is included in the Recruitment Privacy Notice and the Data Protection Policy.