DISCLOSURE POLICY

RGS

DISCLOSURE POLICY

Newcastle upon Tyne Royal Grammar School

- The Royal Grammar School Newcastle (RGS) arranges disclosures through an umbrella body. Applications for disclosure are arranged through the Director Finance and Operations' Office, where the HR Advisor will check and copy identification documents and assist with completion of the application. Disclosure reports are returned by the Disclosure and Barring Service (DBS) to the applicant.

- RGS will comply with the **DBS Code of Practice**, a copy of which is available for inspection in the Director Finance and Operations' Office. A criminal record will not necessarily be a bar to employment at RGS, and the RGS undertakes to treat fairly all applicants for employment and not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information received.

- Disclosure requirements apply to all school employees, voluntary helpers and governors.

In accordance with S.124 of the **Police Act 1997**, **General Data Protection Regulation (EU 2016/679)** and the **UK Data Protection Act 2018**, RGS will:

- Ensure that disclosure information is handled in confidence and stored in a locked, non-portable storage container to which only authorised staff have a key.

- Ensure that disclosure information is only used fairly and for the specific purpose for which it was requested and for which the applicant's full consent has been given.

- Ensure that disclosure information is made available only to those persons authorised to see it.

- Recognise that it is a criminal offence to pass disclosure information to anyone not entitled to receive it.

- Not retain disclosure information longer than the recommended period of six months (or until any dispute about the information is resolved).

- Ensure that disclosure information is destroyed in a secure manner (usually by shredding).

- Beyond six months, only retain the name of the subject, the post to which they were appointed and the date and unique DBS number for that disclosure.

- Consult DBS and/or the school's lawyers should any issues come to light in the recruitment process which cannot be revealed to the candidate concerned, or if disclosure information is requested in connection with legal proceedings.

- Inform DBS if a disclosure is lost.

- Cooperate with DBS regarding assurance checks and investigations.

- Ensure that all applicants for posts subject to disclosure are aware of that fact and of this policy, and make it available to them.

- Have a written policy on the recruitment of ex-offenders.

THE PROCESS FOR DISCLOSURE AT RGS

- All offers of employment for staff, and offers of appointment to Governors and Trustees, will be made subject to an application to the Disclosure and Barring

Service (DBS) for a criminal background check unless the applicant has registered with them for updates (please see below for details).

- In addition, individuals working in the school who supervise children under the age of eight outside teaching hours (including co-curricular educational clubs) are required to complete an annual declaration form and answer a series of questions relating to their suitability to work with children under eight. This also relates to staff who are directly concerned in the management of such provisions. This form is to be completed by all relevant staff as part of pre-employment checks. Relevant staff will also be asked to refresh this declaration on an annual basis and/or if they move into a role that is subject to the 2018 regulations.

IF A DBS CHECK IS REQUIRED

- The applicant will obtain an application form from the HR Advisor.
- As RGS is required to verify the identity of applicants to DBS, the applicant must at the same time as submitting their completed application form, submit to the HR Advisor evidence of identification in the form of three of the documents listed in the Guide to Completing the DBS Application Form. Following KCSIE 2025 recommendations for good practice, we will ask for birth certificates as a means of evidence of identity and names. The application cannot be processed until the originals of these documents have been seen.
- RGS will arrange to pay the appropriate fee to DBS.
- Upon return of a satisfactory disclosure statement, RGS will confirm the offer of employment or appointment.
- In the case of a disclosure identifying previous convictions, the Headmaster will consider whether it would be appropriate to confirm the offer of employment, on the basis set out in the Statement on the Recruitment of Ex-offenders. (In the case of appointment of a Governor or Trustee, this will be done by the Chair of Governors).
- Within the recommended period of six months, all disclosure documents will be destroyed with all the relevant information put on the School Central Register.

UPDATE SERVICE

It is possible to have your DBS certificate kept up to date and portable so that you can take it with you from position to position, within the same area of work and where the same type and level of check are required. Once you have received your DBS certificate the RGS will require you register for the update service (the school will pay the cost while you work here). This will give the school the capacity for instant online checking of your DBS certificate.

All staff will be asked to sign a declaration at the start of each new academic year to confirm their DBS status has not changed since the check was carried out or since their previous DBS status declaration, or to inform us if there have been any changes.

CONTACT DETAILS

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

General enquiries: hm@rgs.newcastle.sch.uk
or communications@rgs.newcastle.sch.uk

www.rgs.newcastle.sch.uk

This policy applies to the whole school and is published to parents and staff
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