DULWICH COLLEGE
FOUNDED 1619

**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.

Application forms issued by the College require applicants to disclose criminal records.

If a candidate has a criminal record, the College 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.
8. In the case of disqualification from providing childcare, whether the individual has obtained an Ofsted waiver from disqualification.

Having a criminal record will not necessarily be a bar to working with at the College. This will depend on the nature/responsibilities of the position and the circumstances and background of the offences; a measured review will be undertaken regarding criminal offences or other relevant matters disclosed.

Before withdrawing a conditional offer of employment, the College will usually 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 and it is understood that it is a criminal offence to pass Disclosure information to anyone who is not entitled to receive it.

The College's policy is to observe the guidance issued or supported by the DBS on the use of Disclosure information. 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.

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| **Policy Owner:** | The Clerk to the Governors |
| **Last Reviewed:** | October 2026 |
| **Date of Next Review:** | Academic Year 2027-28 |