



Spring Grove School

POLICY ON THE RECRUITMENT OF EX-OFFENDERS & SECURITY OF DISCLOSURE INFORMATION

1. The Requirement for Criminal Record Check by the School

Spring Grove School is a Registered Body with the Disclosure and Barring Service for the purposes of obtaining access to criminal record checks for employment and voluntary appointments. It is of fundamental importance to Spring Grove School to ensure, so far as possible, that those who take up appointments do not pose a risk to the children in its care. It is, therefore, important for the School to apply for and review the past criminal records of any successful applicants for positions, before making a formal offer of appointment. The School considers it also essential that the confidential and personal Disclosure Information from the DBS is used fairly and sensibly in order to avoid unfair discrimination of applicants for appointments at the School.

2. Types of Disclosure

There are two types of Disclosure that may be applied for, depending on the nature of the position:

- i. Standard Disclosure - for positions that involve regular contact with those aged under 18 years, or people of all ages who may be vulnerable for other reasons and for occupations which involve positions of trust.

The 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.

- ii. Enhanced Disclosure - for posts involving greater contact with children or vulnerable adults, including regularly caring for, training, teaching, supervising or being in sole charge of such people.

In addition to the information above for Standard Disclosure, the Enhanced Disclosure may also contain information that is held locally by the police.

3. Application Procedure

Applicants will be required to provide proof of their identity to the School, including a birth certificate, one item of photographic evidence (such as a passport), plus at least one item of address-related evidence (such as a utility bill). Where an applicant has changed his/her name by deed poll, or for other reasons (e.g. marriage, adoption), the School will require evidence of this change of name. The DBS Application Form will be completed and signed by the applicant for the position and countersigned by a registered person at the School.

4. Consideration of Disclosure Information by the School

On receipt of Disclosure from the DBS, the School shall consider the following:

- i. Whether the conviction or other information disclosed is relevant to the position in question.
- ii. The seriousness of the offence or other matter revealed.
- iii. The length of time since the offence or other matter occurred.
- iv. Whether the applicant has a pattern of offending behaviour or other relevant matters.
- v. Whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters.
- vi. The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

5. Security of Disclosure Information

Given the confidential nature of the Disclosure information, the School will require the applicant to supply details from the Disclosure once received. Documents containing any information from a Disclosure will be locked away, with restricted access limited to senior members of staff involved in the recruitment. Any copy Disclosure Information will not be retained by the School for any longer than necessary and will be destroyed by secure methods (such as shredding or burning).