



SHERBORNE



SHERBORNE  
PREPARATORY SCHOOL



SHERBORNE  
INTERNATIONAL

## **POLICY ON THE RECRUITMENT OF EX-OFFENDERS**

**&**

## **SECURITY OF DISCLOSURE INFORMATION**

Sherborne School, Sherborne Preparatory School and Sherborne International aim to promote equality of opportunity for all with the right mix of talent, skills and potential; applications are welcomed from diverse candidates.

Sherborne School uses the services of a Disclosure & Barring Service registered body for the purposes of obtaining access to criminal record checks for employment and voluntary appointments. It is of fundamental importance to ensure, so far as is possible, that those who take up appointments at Sherborne School, Sherborne Prep and Sherborne International do not pose a risk to the children in their care. It is important, therefore, for Sherborne School to apply for and review the past criminal records of any successful applicants before confirming and taking up a position at any of the schools within the Sherborne Group.

The School also considers it essential that the confidential and personal Disclosure information from the Disclosure and Barring Service is used fairly and sensibly in order to avoid unfair discrimination of applicants for appointments at the School. Candidates are selected for interview based on their skills, qualifications and experience.

### **Reasons for Requiring Disclosure**

In accordance with the Government requirements, all employees must have undertaken an Enhanced Child Workforce Disclosure with children's barred list check. All job details and formal offers of employment will contain a statement that a Disclosure will be requested.

Prior to a request by the School to undertake a criminal record check, applicants are encouraged to advise the School of details, in confidence, of relevant convictions and other associated information (including police enquiries and pending prosecutions).

### **Types of Disclosure**

Criminal record checks from the Disclosure and Barring Service are referred to as "Disclosures". In accordance with the above requirements all Disclosures undertaken are on an Enhanced basis.

Normally Enhanced Disclosures are required for positions that involve a greater degree of contact with children, including caring for, supervising, training or being in sole charge of young people, e.g. School environment.

Enhanced Disclosures include details of all convictions held on the Police National Computer, including current and 'spent' convictions, as well as details of any cautions, reprimands or final warnings. The Disclosure will also indicate whether information is held on Government department lists held by the

Department of Health and the Department for Education. In addition, Enhanced Disclosures include a check of local police records.

### **Application Procedure**

In accordance with normal School policy, applicants will be required to provide proof of their identity to the School, which will include a birth certificate and a passport (or driving licence). Where an applicant has changed his/her name (by reason of marriage, deed poll, adoption etc) the School will require evidence of this change of name (e.g. marriage certificate). The applicant must provide original copies of the documents to the HR Department.

The applicant will be emailed a link to an online DBS application and asked to take action on that link as soon as possible. The online application will then be verified by the HR Department and submitted to the DBS for processing.

Information submitted by an applicant for the purposes of making an online DBS application will only be seen by those who need to see it as part of the recruitment process. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment (or the termination of the employment if it has commenced).

The final Disclosure will be sent direct to the Applicant, and the Applicant must provide the original Disclosure to the HR Department before employment can commence. The School has no control over the length of time the DBS will take to issue a Disclosure. Disclosures are often issued very quickly but can sometimes take longer than 4 weeks.

### **Consideration of Disclosure Information by the School**

If the Disclosure reveals information not previously known to the employer, the School shall consider the following:

- a. Whether the conviction or other information disclosed is relevant to the position in question;
- b. The seriousness of the offence or other matter revealed;
- c. The length of time since the offence or other matter occurred;
- d. Whether the applicant has a pattern of offending behaviour or other relevant matters;
- e. Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- f. The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

### **Disclosure & Barring Service Code of Practice**

The School agrees to comply with the provisions of the DBS Code of Practice where possible, taking account of the Department for Education *Keeping Children Safe in Education* requirements.

### **Security of Disclosure Information**

- a. The School is required to evidence that it has had sight of the original Enhanced (Child Workforce) Disclosure – whether the online DBS application was verified by a representative of Sherborne School or, where the successful candidate is registered with the DBS Update Service, the Disclosure was obtained by another organisation.

- b. The School does not keep a copy of the Disclosure unless the Disclosure contains information relating to a previous criminal record or conviction, in which case the Disclosure may be kept on the successful candidate's file for up to six months. Given its confidential nature, the Disclosure will be sealed in an envelope, stored securely in locked cabinets and only be kept for as long as the School requires it for applicant processing
- c. Where the Disclosure contains no information pertaining to a criminal record or conviction, the HR Department will simply record the details of the Disclosure number and issue date for personnel files and on the School's Single Central Register,
- d. Direct access to Disclosure information will only be available to the HR Department and, where necessary, the Headmaster. The School recognises that it is a criminal offence to pass Disclosure information to anyone who is not entitled to receive it.
- e. Disclosure information will only be used for the specific purpose for which it was requested and for which the Applicant's full consent has been given.
- f. The School will retain a copy of any identification documents, for the individual.
- g. If Disclosure information is lost, the School will inform the DBS and the subject of the information as soon as possible.

## **CONTACT**

If you have any queries regarding Disclosures, your contact is as follows:

**Mrs Fiona Parkes or Miss Emily Old**  
**HR Department**  
**The Bursary, Sherborne School**

**Tel: 01935 810502**  
**(email: [hr@sherborne.org](mailto:hr@sherborne.org))**

**HR Department**  
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