

Ex-Offenders & Security Of Disclosure Information

Sherborne Preparatory School is committed to ensuring that applicants are selected for appointment on the basis of their abilities relevant to the job and aims to promote equality for all with the right mix of talent, skills and potential.

Sherborne Preparatory School is a registered body with the Disclosure and Barring Service (DBS) for the purpose of obtaining access to criminal record checks for employment and voluntary appointments. It is of course, of the utmost importance to the School to ensure so far as is possible that those who take up appointments do not pose a risk to the children in its care. It is important, therefore, for the School to apply for and review the past criminal records of any successful applicants before confirming and taking up appointments within the School.

The School also considers it essential that the confidential and personal disclosure information from the CRB is used fairly and sensibly in order to avoid unfair discrimination of applicants for appointments at the School. Candidates will always be selected for interview on the basis of their skills, qualifications and experience.

Reasons for requiring a Disclosure

In accordance with the Commission for Social Care Inspection requirements, all employees must have undertaken an Enhanced Disclosure. 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 of relevant convictions and other associated information (including police enquiries and pending prosecutions). This information is treated with the utmost confidence at all times.

Types of Disclosure

Criminal record checks from the DBS are referred to as "Disclosures". In line 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, eg; School environment.

Enhanced Disclosures include details of all convictions held on the Police National Computer, including current and 'spent' convictions, in addition to 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 and Employment. Enhanced Disclosures also include a check on local police records.

DBS 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 (marriage, deed poll, adoption etc.) the School will require evidence of this change of name, eg; marriage certificate.

The applicant will be provided with a copy of the DBS Application Form and will be required to complete and sign the form and return direct to the Bursary. The form will then be countersigned by the School's authorised Counter Signatory and forwarded to the CRB.

All information provided 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 to the termination of employment if it has commenced.

The final Disclosure, which may take up to 4 weeks to process, will be sent direct to the Applicant and a copy will also be sent to the School.

Consideration of Disclosure Information by the School

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

- Whether the conviction or other information disclosed is relevant to the position in question;
- The seriousness of the 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;
- The circumstances surrounding the offence and the explanation(s) offered by the convicted person

Security of Disclosure Information

- Given the confidential nature of the Disclosure information, The School will ensure that it is stored securely. Direct access to Disclosure information will only be available from the Bursar's office.
- The School recognises that it is a criminal offence to pass Disclosure information to anyone who is not entitled to receive it.
- 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.
- Once a recruitment decision has been made, the School will not retain the disclosure information and any associated correspondence for any longer than is necessary.
- In the event of any dispute with the applicant over the content of the Disclosure information, the documents may need to be retained for a longer period.
- Should Disclosure information be lost, the School will inform the CRB and the individual concerned as soon as possible.