

# ST. MARTIN'S SCHOOL



## **Information sheet regarding the DBS process**

Essex County Council has a policy requiring all job applicants to declare criminal convictions which are 'unspent' as defined by the Rehabilitation of Offenders 1974 from time to time enacted and amended. It additionally requires declaration of 'spent' convictions for employment involving access to certain categories of vulnerable persons, as allowed for and defined by the Exceptions Order associated with the Employment of Offenders legislation. Further details are given in the declaration forms which will be sent to shortlisted candidates. Checks are also made against lists held by the County Council which contain information of which employers may wish to be aware prior to confirming appointments.

For staff whose normal duties involve carrying out work of any sort in an educational institution or day care premises and/or caring for, training, supervising or being in sole charge of children (under 18), checks are also made on applicants' criminal records through the Disclosure Barring Service (DBS). DBS checks are undertaken by the School through Essex County Council who are a Registered Body for the purposes of processing such checks.

The DBS charges for checks and this fee will be paid by the school on behalf of the successful applicant.

For relevant posts, employment will not normally be confirmed until a satisfactory Disclosure Barring Service Certificate has been received by the employer. A previously issued Disclosure Barring Service Certificate will only be accepted in certain restricted circumstances and you should speak to the school if you already possess a Disclosure Barring Service Certificate.

The post you have applied for is subject to self-declaration of 'spent' and 'unspent' convictions and to an Enhanced Disclosure Barring Service check.

Self-declarations and criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having a criminal record will not necessarily bar you from employment. This will depend on the background, nature and circumstances of your offence(s).

Essex County Council and the school meets the requirements of the Disclosure Barring Service and its Code of Practice in relation to the processing, handling and security of disclosure information. For posts subject to a Disclosure Barring Service check, a copy of the County Council's policy on the employment of ex-offenders is available on request. If you would like to see a copy of the Disclosure Barring Service's Code of Practice, please contact the school who will arrange for a copy to be sent to you.