



## BARNARD CASTLE SCHOOL

### **Disclosure Policy**

This is a whole school policy and is published to prospective applicants for employment and volunteering.

Author: Suzanne Metcalf - Bursar

<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
Reviewed	Bursar (SMM)	25 <sup>th</sup> September 2017
Approved	Headmaster (ACJ)	9 <sup>th</sup> October 2017
Next Review	Bursar (SMM)	September 2018

Barnard Castle School is a Registered Body with the Disclosure and Barring Service (DBS) for the purposes of obtaining access to criminal record checks for employment and voluntary appointments. Disclosures are however arranged through Atlantic Data, an approved body, to administer this process.

It is of fundamental importance to Barnard Castle School to ensure, as far as possible, that those who take up appointments do not pose a risk to the children in its care.

Barnard Castle School will ensure that all applicants for posts subject to disclosure are aware of the fact and of this policy and will make it available to them.

It is therefore necessary 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.

Candidates are selected for interview based on their skills, qualifications and experience: Barnard Castle School actively promotes equality of opportunity for all with the right mix of talent, skills and potential.

The School's Policy on the **Recruitment of ex-offenders** provides more information in this respect.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here:

<https://www.gov.uk/government/publications/dbs-code-of-practice>.

### **Disclosure Applications**

- Disclosure requirements apply to all school staff, volunteers and governors unless the applicant has registered with the DBS for updates (please see below).
- In addition, if the position involves supervising children under the age of eight outside of teaching hours or managing the supervision of children under the age of eight, the applicant will be asked to sign a declaration to ask if they are living in the same household as someone who could be a danger to children.
- Applications for disclosure are arranged through the Bursars office and they will provide applicants with a list of all documents required for the application.
- The Bursar or her assistant will check and copy original identification documents and assist with completion of the application.
- The School will pay the appropriate fee to the DBS.
- Disclosure reports are returned by the DBS to the applicant.
- The original disclosure report should be shown to the Bursar or her assistant.
- Upon receipt of a satisfactory disclosure statement, the School will confirm the offer of employment or appointment.
- The DBS reference number will be recorded.
- In the presence of the applicant, the Bursar or her assistant will register with the DBS update service and will pay the subscription on behalf of the applicant.

- The Governor lead for safeguarding and child protection will review all disclosure reports received prior to destruction.
- Where a Disclosure identifies previous convictions, the Headmaster and/or Bursar will consider whether it would be appropriate to confirm the offer of employment, on the basis set out in the Policy on the Recruitment of Ex-offenders. (In the case of appointment of a Governor or Trustee, this will be done by the Chairman of Governors.)
- The School will co-operate with the DBS regarding assurance checks and investigations.
- The School will consult the DBS or seek legal advice should any issues come to light in the recruitment process which cannot be revealed to the candidate concerned, or if disclosure information is requested in connection with legal proceedings.

### **Update Service**

It is now possible to have your DBS certificate kept up to date and 'portable' so that you can take it with you from post to post, within the same area of work and where the same type and level of check are required.

On receipt of the DBS certificate the School will require the applicant to register with the DBS update service (the school will pay the subscription on behalf of the applicant while working in school). This will give the school the capacity for instant online checking of the DBS certificate.

### **In accordance with s.124 of the Police Act 1997 and the Data Protection Act the following will apply to the disclosure process:-**

#### **1. Security of Access**

- (i) Disclosure information will only be accessed by those authorised to see it in the course of their duties.
- (ii) We recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

#### **2. Usage**

Disclosure information is only used fairly and for the specific purpose for which it was requested and for which the applicant's full consent has been given.

#### **3. Storage**

All Disclosure information is handled in confidence and stored in a locked, non-portable storage container to which only authorised staff have a key.

#### **4. Retention of Disclosure Information**

- (i) Once a recruitment decision has been made, the School will not retain the Disclosure information or any associated correspondence for any longer than is necessary. In general, this will not exceed 6 months from the date of the formal offer of appointment being made to the applicant.
- (ii) Beyond 6 months only the name of the subject, the post to which they were appointed and the date and unique DBS number for that disclosure will be retained.

- (iii) 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, but in general this should not be longer than 6 months after resolution of the dispute.
- (iv) If, in exceptional circumstances, it is considered necessary to retain Disclosure information for a longer period, the School will consult the DBS for their agreement to this.
- (v) Ensure all applicants are aware of this policy and it is made available to them.

## **5. Destruction of Disclosure Information**

- (i) The School will destroy Disclosure information by suitably secure means, such as shredding, pulping or burning. The disclosure information will not be stored in any insecure receptacle whilst awaiting destruction (such as a waste bin or waste sack).

## **6. Missing Disclosure Information**

If Disclosure information is lost, the School will inform the DBS and the subject of the information as soon as possible.