

UPPINGHAM

Policy on the Recruitment of Ex Offenders and Security of Disclosure Information

The Requirement for Enhanced Disclosure and Barring Checks

Uppingham School is a Registered Body with the Disclosure and Barring Service (DBS) for the purposes of obtaining enhanced level Disclosures, where required, for all employees and volunteers at the School. It is of fundamental importance to Uppingham School to ensure as far as is possible that those who take up appointments do not pose a risk to children in its care. Using the Disclosure service the School will review the criminal records of all individuals who are offered employment with the School and will only confirm employment formally once all recruitment checks have been completed.

Enhanced Disclosures are requested not only for staff at the School, but also for anyone who may come into regular contact with pupils; this includes all residents, aged 16 or over, living in School accommodation.

The Disclosure

Due to the nature of the environment, applicants are asked to declare all convictions, cautions, reprimands and final warnings (including those which would normally be considered 'spent' under the Rehabilitation of Offenders Act 1974, subject to DBS filtering rules which can be found at: <https://www.gov.uk/government/collections/dbs-filtering-guidance>

An enhanced Disclosure will contain details of all convictions, cautions, reprimands or final warnings on record (including those regarded as 'spent') subject to DBS filtering rules. The Disclosure will also reveal whether the individual appears on lists held by the Department for Education (DfE). These lists hold the names of people who are deemed to be unsuitable to work with children. Please note it is a criminal offence for anyone that is barred from working with children to attempt to apply for a position at the School.

Uppingham School uses the DBS Disclosure service to assess applicants' suitability for positions of trust. Uppingham School complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. The School undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or any other information revealed. The School considers it essential that the confidential and personal information contained in the Disclosure issued from the DBS is used fairly and sensibly in order to avoid unfair discrimination of applicants for appointments at the School.

The DBS code of practice can be found at: www.gov.uk/government/organisations/disclosure-and-barring-service

Paper copies are available upon request to the HR Department.

All positions at the School are exempt from the Rehabilitation of Offenders Act 1974, therefore ALL convictions, cautions, reprimands and final warnings (including those which would normally be considered 'spent' under the Act) MUST be declared, subject to the DBS filtering rules <https://www.gov.uk/government/collections/dbs-filtering-guidance>

Before answering these questions please ensure you have read the information on spent convictions and the filtering rules		
Have you ever received a caution, reprimand or final warning from the police?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Have you ever been convicted of a criminal offence by the courts?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Is there any relevant court action pending against you?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

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If answering 'yes' to any of the above, please provide the relevant details, including any other information you feel may be relevant to the Disclosure, in a sealed envelope marked confidential and attach it to the completed application form upon submission for a vacancy. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Where a Disclosure is returned to the School containing information on convictions, cautions, reprimands, final warnings, or any other information supplied by the Police for the purposes of the Disclosure, the School shall consider the following before making any decision on the suitability of that person:

- Whether the information contained in the Disclosure 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

So far as is possible we will ensure at interview, or in a separate discussion, that an open and measured discussion takes place on the subject of any offences or other matter disclosed that might be relevant to the position. Having a criminal record will not necessarily bar you from working for the School but **failure to disclose information that appears later in an enhanced Disclosure is a serious matter and it may result in the withdrawal of an offer of employment or immediate termination of employment if it has commenced.**

Any member of staff, their family (if over 16 and living in School accommodation with access to a boarding house), volunteer, agency/contract staff working at the School or any other adult coming into regular contact with the children or having unsupervised access to School premises, will not be employed or permitted to live or work on School premises if recruitment checks disclose that they have been convicted of an offence (including 'spent' offences) which indicate that they may be unsuitable to work with or have regular contact with children.

Anyone invited to an interview at the School will be asked to bring three original documents to confirm their identity and current address. Details of suitable documents will be provided at the time. Once an offer of employment has been made, the School will send out a DBS Application Form to the successful applicant, which must be completed and returned to the School before the start date can be confirmed. The School will then apply to the DBS for an enhanced disclosure.

Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information

Uppingham School complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. We also comply with our obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

Disclosure information is kept in a secure, lockable, non-portable storage container, access to which is strictly controlled and limited to those who are entitled to see it as part of their duties. In accordance with s124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. Once the retention period has elapsed, the School will ensure that any Disclosure information is immediately destroyed by secure means (i.e. shredding). Disclosure information will not be left in any insecure place whilst waiting to be destroyed. Uppingham School will not keep any copies of the Disclosure but we will keep a record of the date of issue of a Disclosure, the name of the person the Disclosure was requested for, the position the Disclosure was requested for and the unique reference number of the Disclosure and any details of the recruitment

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decision taken. The School is required to keep a record of this information under the Safeguarding Children and Safer Recruitment in Education issued by the Department for Education.

Uppingham School is also committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion or sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.