

POLICY ON THE RECRUITMENT OF EX-OFFENDERS AND SECURITY OF DISCLOSURE INFORMATION

1. The Requirement for Criminal Record Checks by the School

Wykeham House School is a Registered body with the Criminal Records Bureau for the purposes of obtaining access to criminal record checks for employment and voluntary appointments. It is of fundamental importance to Wykeham House School to ensure so far as possible that those who take up appointments do not pose a risk to the children in its care. It is therefore important for the School to apply for and review the past criminal records of any successful applicant for positions. All formal offers of appointment will be subject to a CRB check. The School considers it also essential that the confidential and personal Disclosure information from the Criminal Records Bureau 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: Wykeham House School actively promotes equality of opportunity for all with the right mix of talent, skills and potential.

2. Reason for Requiring Disclose

A Disclosure will be requested after an assessment has been made as to which disclosure type is relevant to the position concerned. The application information, sent to the prospective candidate, will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

3. Types of Disclosure

There are two types of Disclosure that may be requested depending on the nature of the position:

Standard Disclosure – for positions that involve regular contact with those aged under 18 years and for occupations which involve positions of trust.

The disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as “spent” under the Rehabilitation of Offenders Act), details of any cautions, reprimands or warnings held on the police national computer.

Enhanced Disclosure – for posts involving greater contact with children, including regularly caring for, training, teaching, supervising or being in sole charge of such people.

In addition to the information above for Standard Disclosures, the Enhanced Disclosure may also contain information that is held locally by the police.

4. Application Procedure

Applicants will be required to provide proof of their identity to the School, including a birth certificate, one item of photographic evidence (such as a passport), plus at least one item of address-related evidence (such as a utility bill). Where an applicant has changed his/her name by deed poll or for other reasons (e.g. marriage, adoption) the School will require evidence of this change of name. The CRB Application Form will be completed and signed by the applicant for the position and countersigned by a registered person at the School.

5. Consideration of Disclosure Information by the School

On receipt of Disclosure from the Criminal Records Bureau the School shall consider the following: -

- (i) Whether the conviction or other information disclosed is relevant to the position in question.
- (ii) The seriousness of the offence or other matter revealed.
- (iii) The length of time since the offence or other matter occurred.
- (iv) Whether the applicant has a pattern of offending behaviour or other relevant matters.
- (v) Whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters.
- (vi) The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

The School will ensure that all those in Wykeham House School who are involved in the recruitment process have received guidance in identifying and assessing the relevance and circumstances of offences. The School will also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

6. Criminal Records Bureau Code of Practice

The School agrees to comply with the provisions of the Criminal Records Bureau Code of Practice, a copy of which is attached to this Policy.

7. Security of Disclosure Information

Given the confidential nature of the Disclosure information, the School will ensure that it is stored securely. Documents will be locked away separately from personal files, with restricted access limited to senior members of staff involved in the recruitment. Once a recruitment decision has been made, the School will

not retain the Disclosure information for any longer than necessary, which shall normally be less than six months. All disclosure information will be destroyed by secure methods (such as shredding or burning). For further details, please refer to the School's "Security Policy for Handling Disclosure information".

8. Consequences of failure to reveal information

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.