



DBS CODE OF PRACTICE

St George's Weybridge (the School) is a Registered Body with the Disclosure and Barring Service for the purposes of obtaining access to criminal record checks for employment and voluntary appointments. The School considers it also essential that the confidential and personal Disclosure information generated from the Disclosure and Barring Service is used fairly and sensibly in order to avoid unfair discrimination of applicants for appointments. St Georges' Weybridge will comply with the DBS Code of Practice as described below.

Fair Use of Disclosure Information

The School will:

1. Observe guidance issued or supported by the Disclosure and Barring Service on the use of Disclosure information
2. Not unfairly discriminate against the subject of Disclosure information on the basis of conviction or other details revealed
3. Have a written policy on the recruitment of ex-offenders, so that a copy can be available to all applicants when a Disclosure is requested
4. Ensure that application forms for positions where Disclosures will be requested contain a statement that a Disclosure will be requested in the event of a successful application, so that applicants are aware of the situation
5. Include in application forms or accompanying material a statement to the effect that a criminal record will not necessarily be a bar to obtaining a position, in order to reassure applicants that Disclosure information will not be used unfairly
6. Discuss any matters revealed in Disclosure information with the person seeking the position before withdrawing an offer of employment
7. Make every subject of a Disclosure aware of the existence of this Code of Practice, and make a copy available on request
8. Assist staff to make appropriate use of Disclosure information in reaching employment decisions by making available guidance in relation to the employment and fair treatment of ex-offenders and to the Rehabilitation of Offenders Act 1974.

Handling of Disclosure Information

The School will:

1. Ensure that Disclosure information is not passed to persons not authorised to receive it under section 124 of the Act. Under section 124, unauthorised Disclosure is an offence.

Last reviewed: 01.04.2018

Policy owner: HEAD OF HUMAN RESOURCES

Next review: 01.04.2019

2. Ensure that Disclosures and the information they contain are available only to those who need to have access in the course of their duties
3. Ensure that Disclosures and the information that they contain are securely stored
4. Retain neither Disclosures nor a record of Disclosure information contained within them for longer than is required for the particular purpose. In general, this should be no later than six months after the date on which recruitment or other relevant decisions have been taken, or after the date on which any dispute about the accuracy of the Disclosure information has been resolved. This period should be exceeded only in very exceptional circumstances which justify retention for a longer period.
5. Have a written security policy covering the correct handling and safe-keeping of Disclosure information.

Assurance

The School will

1. Co-operate with requests from the DBS to undertake assurance checks as to the proper use and safekeeping of Disclosure information
2. Report to the DBS any suspected malpractice in relation to this Code of Practice or any suspected offences in relation to the misuse of Disclosures.
3. Update this document in line with any future Revised Code of Practice for Disclosure and Barring Service Registered Persons.

POLICY STATEMENT: SECURE STORAGE, HANDLING, USE, RETENTION & DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION

General Principles

As an organisation using the Disclosure & Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, St George's Weybridge complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under current Data Protection law and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and Access

Disclosure information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Last reviewed: 01.04.2018

Policy owner: HEAD OF HUMAN RESOURCES

Next review: 01.04.2019

Usage

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.

Retention

Once a recruitment (or other relevant) decision has been made, Disclosure information is not kept any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure will be kept. However, notwithstanding the above, the School will keep a record of the date of issue of a Disclosure, the date the original Disclosure certificate was seen, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Acting as an Umbrella Body

Acting as an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations), the School will take all reasonable steps to satisfy ourselves that it will handle, use, store, retain and dispose of Disclosure information in full compliance with the DBS Code and in full accordance with this policy. The School will also ensure that anybody or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

As an organisation using the Disclosure & Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, St George's Weybridge (the School), complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

We have a written policy including information regarding the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process by inclusion in the Employment Opportunities page of the School website.

Last reviewed: 01.04.2018

Policy owner: HEAD OF HUMAN RESOURCES

Next review: 01.04.2019

1. St George's Weybridge is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
2. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
3. As a Regulated Activity Provider all paid employees at St George's Weybridge are in regulated activity and therefore subject to checks with the DBS.
4. In relation to volunteers and contractors, a Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
5. Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to the Head or Bursar and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
6. Unless the nature of the position allows the School to ask questions about an entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
7. We ensure that all those in St George's Weybridge who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
8. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
9. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
10. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by senior leadership within the School or by a senior member of our HR Department.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

This policy should be displayed in:

S:\ SGW Policy_and_Procedure_Index		

Last reviewed: 01.04.2018

Policy owner: HEAD OF HUMAN RESOURCES

Next review: 01.04.2019