

CRIMINAL RECORD CHECKS

The post for which you have requested information includes duties, which involve working with children/vulnerable adults. A child or young adult is a person up to 18 years of age. A vulnerable adult is a person aged 18 years and over who is, or may be, in need of community care services by reason of mental or other disability, age or illness; and who is, or may be, unable to take care of himself or herself; or unable to protect himself or herself against significant harm or serious exploitation.

Offers of appointment to the post will be conditional upon the individual(s) obtaining an Enhanced Disclosure Certificate from the Criminal Records Bureau (CRB) and on the relevance of the information contained in the Disclosure.

A Disclosure Certificate is a document containing information held by the police and government department. It can be used by employers and voluntary organisations to make safer recruitment decisions. Disclosures will provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on Police National Computer (PNC). If the position involves working with children, disclosures will also contain details from lists held by the Department of Health (DH) and the Department of Education and Skills (DfES) of those considered unsuitable for this type of work.

Mr 12th May 2006 it has been a mandatory requirement that all members of a school's workforce must have an Enhanced CRB Disclosure.

The CRB Code of Practice (which the School adheres to) requires that the School has a policy on the recruitment of ex-offenders. The School's policy is as follows:-

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- *As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, this school complies fully with the CRB 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 conviction or other information revealed.*
- *The School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of ethnicity, gender, disability, sexual orientation, age, class, income, employment status or religious belief.*
- *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.*
- *For those positions where a Disclosure is required job application information, 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.*
- *We require any applicant who receives a conditional offer of employment to apply for an Enhanced Disclosure via the CRB process. We require that the Disclosure Application Form is completed and returned to a designated person at the School without undue delay. We guarantee that this information is only seen by those who need to see it as part of the recruitment process.*
- *We ensure that all those in the School who will be involved in making decisions about appointments 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.*
- *Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment/dismissal from the School's service.*
- *We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.*
- *We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. **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.*