

DISCLOSURE POLICY

REQUIREMENT

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 sets out those regulated occupations for which candidates are required to agree to have a criminal record background check as to their suitability for the post. Working with children is listed as one of them.

All candidates applying for such appointments are required, by the School, to agree to a check being made into their background and whether they have a criminal record or not. This check will be carried out by the Criminal Records Bureau (CRB) on behalf of the applicant and a copy sent to the School.

PURPOSE

The purpose of this enquiry is to facilitate and make more informed decisions by the School, on behalf of pupils and parents, about the suitability of those seeking to work at the School in positions of trust and with children. The School considers that all appointments require a background check.

CONFIDENTIALITY

Any information disclosed either by the individual, to the School, or by the CRB check will be treated with sensitivity as stipulated in the CRB Code of Practice and the Data Protection Act. Information will be handled, stored and interpreted with the utmost confidentiality. If the applicant is unsuccessful in the application all such information held by the School will be shredded/destroyed without delay.

REFUSAL BY CANDIDATE PRIOR TO INTERVIEW OR EMPLOYMENT

A candidate applying for a regulated post who refuses to agree to a criminal background check will have their application returned.

NON-DISCLOSURE

Any successful candidate who fails to disclose before or at interview a criminal background which is subsequently discovered at a later date may have their employment terminated on the grounds of deception. For the purposes of this check the applicant must include all 'spent' convictions.

DISCLOSURE

Any candidate who discloses a criminal background before or at interview may not necessarily have their application refused. The School will, at its discretion, make a decision based on the individual's past misdemeanour, the post applied for and the merits of the case.