Date: September 2026
Next review due: September 2028
Responsibility: Principal/Bursar/Head of HR

DAME ALLAN'S SCHOOLS

RECRUITMENT OF EX-OFFENDERS AND SECURITY OF DISCLOSURE POLICY

1. The requirement for criminal record checks by the Schools

Dame Allan's Schools (the Schools) use the North Eastern Regional Employers' Organisation (NEREO) to access the Disclosure and Barring Service (DBS) for the purposes of obtaining criminal record checks for employment, engagement and voluntary appointments.

It is of fundamental importance to the Schools to ensure so far as possible that those who take up appointments do not pose a risk to the children in their care. Following government guidance, the Schools will request an Enhanced certificate with Barring Information from the Disclosure and Barring Service on all applicants for employment, volunteering and roles which require unsupervised time with our students.

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)".

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

- The School receives an application from a disqualified person;
- Is provided with false information in, or in support of an applicant's application; or
- The School has serious concerns about an applicant's suitability to work with children

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- Whether the conviction or other matter revealed is relevant to the position in question;
- Whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- The seriousness of any 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;
- In the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving or drug driving.

The Schools consider it essential that the confidential and personal Disclosure information from the DBS is used fairly and sensibly in order to avoid unfair discrimination of applicants for appointments at the Schools.

2. Consideration of Disclosure Information by the Schools

Once the enhanced DBS check is completed, the DBS will send a certificate listing the results to the applicant. The Schools will request that the applicant brings into the Schools the certificate on receipt in order that it can be reviewed by the Schools.

Security features:

Certificates issued by the DBS have security features which are checked to ensure the certificate provided by the applicant is genuine.

On receipt of the DBS certificate from the applicant, the Head of HR/ Bursar will carry out a risk assessment to consider the following:

(i) Whether the conviction, caution 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 or cautioned person.

3. Disclosure and Barring Service Code of Practice

The Schools agree to comply with the provisions of the Disclosure and Barring Service's Code of Practice which can be found on the government's website.

4. Security of Disclosure Information

Given the confidential nature of the Disclosure information, the Head of HR will ensure that any information retained is stored securely. Documents will be locked away, with restricted access limited to senior members of staff involved in the recruitment.

Once a recruitment decision has been made, the Schools will not retain any information regarding the Disclosure information for any longer than necessary, determined by our Records Retention policy and government guidance.

All disclosure information will be destroyed by secure methods.

5. Data Protection Obligations

The School will comply with its data protection obligations in respect of the processing of criminal records information. More information on this is included in the Recruitment Privacy Notice and the Data Protection Policy.