



POLICY ON THE RECRUITMENT OF EX-OFFENDERS

&

SECURITY OF DISCLOSURE INFORMATION

1. The Requirement for Criminal Record Checks by the College

Clifton College is a Registered Body with the Criminal Records Bureau (CRB) for the purposes of obtaining access to criminal record checks for employment and voluntary appointments. It is of fundamental importance to the College to ensure, in 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 College to apply for and review the past criminal records of any successful applicants for positions, before confirming a formal offer of appointment. The College also considers it essential that the confidential and personal Disclosure information from the CRB is used fairly and sensibly in order to avoid unfair discrimination against job applicants. Candidates are invariably selected for interview based on their skills, qualifications and experience and the College actively promotes equality of opportunity.

2. Reason for Requiring Disclosure

A Disclosure will only be requested after a 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.

3. Types of Disclosure

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

- (i) Standard Disclosure** – for positions that involve regular contact with those aged under 18 years or people of all ages who may be vulnerable for other reasons 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.

- (ii) Enhanced Disclosure** – for posts involving greater contact with children or vulnerable adults, including the regular care of, training, teaching, supervising or being in sole charge of such people.

In addition to the information above for Standard Disclosure, 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 College, 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 College 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 College.

Where a Disclosure is to form part of the recruitment process, all Applicants called for interview will be requested to provide details, sent under separate confidential cover to the Personnel Administrator, of their criminal record at an early stage in the application process. This information will only be seen by those who need to see it as part of the recruitment process.

5. Consideration of Disclosure Information by the College

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

- (i) Whether the conviction or other information disclosed is relevant to the position in question and, if so, the implications of same
- (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.

Those who are involved in the recruitment process will have received guidance both in identifying and assessing the relevance and circumstances of offences as well as 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 College agrees to comply with the provisions of the CRB Code of Practice, copies of which are held in the Personnel Administrator's office.

7. Security of Disclosure Information

Given the confidential nature of the Disclosure information, the College will ensure that it is stored securely with restricted access. Once a recruitment decision has been made, the College will not retain the Disclosure information for any longer than strictly necessary - the recommended period is no more than 6 months. Destruction of Disclosure information will be by secure methods (such as shredding or burning).

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.