

CRB DISCLOSURE POLICY



Aim: To maintain a safe environment by using the CRB Disclosure service to assess the suitability of applicants for positions of trust.

Objectives:

1. Obtain Criminal Records Bureau (CRB) checks on all Academy staff.
2. Use the CRB checks to decide whether it is suitable for staff to be in contact with children.
3. To obtain a CRB check on the Chair of Governors via DfES.
4. To obtain CRB checks on other Governors if they are involved regularly in caring for, training, supervising, or being in sole charge of persons under 18.
5. To check all Governors against "List 99" (persons barred or restricted from working with children in the education sector).
6. To comply fully with the CRB Code of Practice regarding the correct handling, use, storage, retention of disclosures and disclosure information.
7. To comply fully with our obligations under the Data Protection Act and other relevant legislation and to have a written policy on these matters.

Procedure

Governors:

- Endorse and adhere to the CRB Disclosure Policy.
- Ensure that changes of personnel on the Board of Governors are advised to DfES.

Principal

- Ensure compliance with the CRB disclosure policy.
- Undertake to treat all staff and applicants for positions fairly, not discriminating unfairly against any subject of a disclosure on the basis of conviction or other information revealed.
- Make available this policy to all disclosure applicants at the outset of the recruitment process.
- Encourage all applicants called for interview to provide details of their criminal record at an early stage in the process, requesting that this information is sent to the designated person within The Academy and guaranteeing that this information is only to be seen by those who need to see it as part of the recruitment process.
- Ensure that recruitment decisions follow the guidelines in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- Undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- Take all decisions regarding the portability of previously issued disclosures, taking into account the date of the original disclosure, the level of the disclosure, and the checks requested on the disclosure.

The Finance Director:

- Act as the designated person for all disclosure information.
- Verify forms of identification required to process CRB disclosure requests.

- Keeps files on disclosure information, separate from staff personnel file, securely in lockable, non-portable storage containers with access strictly controlled.
- Ensure that 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.
- In accordance with section 124 of the Police Act 1977, disclosure information is only passed on to those who are authorised to receive it in the course of their duties.
- Maintain a record of all those to whom disclosures or disclosure information has been revealed.
- Recognise that it is a criminal offence to pass disclosure information to anyone who is not entitled to receive it.
- If a decision has been taken to accept the portability of previously issued disclosures, take steps recommended by the CRB to confirm the disclosure.
- Once a recruitment (or other relevant) decision has been made, keep the disclosure information under the same secure and confidential conditions for six months. Longer retention requires the consultation with the CRB.
- After the retention period has elapsed, destroy the disclosure information by secure means. No copies or representations of the disclosure may be kept. A record of the date of issue of the disclosure, 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 can be kept.
- Ensure that the Umbrella Body used for CRB request processing complies with the CRB Code of Practice.
- Make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

The Senior Leadership Team

- Undertake to treat all staff and applicants for positions fairly, not discriminating unfairly against any subject of a disclosure on the basis of conviction or other information revealed.
- Ensure that recruitment decisions follow the guidelines in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

All Staff

- Ensure that all personal data supplied to The Academy is accurate and up-to-date.
- Ensure that all personal data which they hold is kept securely and are not disclosed to any unauthorised third party.