

Important information for all applicants

Disclosure of Criminal Records

The Police Act 1997 (Criminal Records) Regulations, requires that those applying to work with children or adults at risk should be subject to a check by the Disclosure & Barring Service (DBS) to ensure that they are suitable for such work. All posts in schools are covered by this requirement.

If you are shortlisted for a post in a school, you will be required to complete a Disclosure which will be submitted to the DBS. The type of criminal record certificate applied for will depend on the actual post offered and the degree of contact which you would have with children. However, for the purposes of both Standard and Enhanced Disclosure, which are applicable for staff in schools, all previous convictions, cautions, reprimands and warnings recorded will be disclosed other than those that have been filtered in line with legislation.

Having a criminal record will not necessarily bar you from employment. Decisions about the employment of someone with a criminal record will take account of the relevance of the offence to the post in question, the length of time since it occurred and the circumstances surrounding it. If you do have any previous convictions you may wish to discuss these, confidentially, with the Headteacher prior to submitting a Disclosure application. The outcome of all Disclosure applications will be sent in writing to the applicant.

In order that the DBS can be sure that they are checking the record of the right person, applicants will be asked to provide proof of identity. The documents that the applicant will need to supply will depend on the route the application takes. Full information in relation to these routes can be found here: <https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers>.

It is recognised that not everyone will be able to provide these items so other forms of proof of identity will be accepted. If shortlisted for the post, you will be asked to provide proof of your identity.

The DBS requires that all bodies registered for Disclosure purposes adhere to their Code of Practice and establish their own policies on fair use and confidential handling of information disclosed, as well as having a written policy on the recruitment of ex-offenders. Schools that use alternative DBS providers should ensure that the provider has an appropriate Code of Practice in place for the processing of DBS applications.

If you have any queries regarding the DBS process, please contact your individual HR Provider or your DBS umbrella body.