

DISCLOSURE & BARRING SERVICE CHECKS & RECRUITMENT & SELECTION OF EX-OFFENDERS IN ACCORDANCE WITH THE REHABILITATION OF EX-OFFENDERS ACT (ROA) 1974 EXCEPTIONS ORDER 1975

INFORMATION FOR APPLICANTS

This statement is made available to all applicants at the outset of the recruitment process.

General Principles

Birkenhead Sixth Form College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.

Due to the nature of the work of the College and the College's implicit duty of care to its students, all persons who are offered employment with Birkenhead Sixth Form College shall be required to have Enhanced Disclosure Clearance through the Disclosure & Barring Service (DBS).

As an organisation using the Disclosure & Barring Service (DBS) to help assess the suitability of applicants for positions of trust, Birkenhead Sixth Form College complies fully with the DBS Code of Practice. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and will provide a written copy to any person upon request. Alternatively his information is directly accessible at:

www.gov.uk/government/publications/dbs-code-of-practice

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- All job advertisements and job descriptions contain a statement that all posts are subject to Enhanced Disclosure Clearance through the Disclosure & Barring Service (DBS).
- Having a criminal record will not necessarily bar a person from working at Birkenhead Sixth Form College. This will depend entirely on the nature of the position applied for and the details of the offence(s), caution(s) or reprimand(s) and the relevance of such to the work of the College.
- Where appointees fail to provide information under the Rehabilitation of Offenders Act 1974 and a DBS Application Form with the required documentary evidence, in all cases the employment start date shall be postponed until such time that this is provided to the College.
- We actively promote equality of opportunity and welcome applications from members of all sections of the community. We select candidates for interview and appointment based on a fair assessment of their skills, qualifications and experience.
- Failure to reveal information in respect of the Rehabilitation of Offenders Act 1974 detailing any cautions, reprimands or convictions may lead to the withdrawal of a conditional offer of employment.
- Any details of any offences, cautions or reprimands disclosed is requested in a sealed envelope marked confidential. This information is only seen/discussed with those who need to know about it as part of the selection process and it is held and subsequently destroyed in accordance with the College's Data Protection principles. It is a criminal offence under Section 124 of the Rehabilitation of Offenders Act 1974 to make an unauthorised disclosure of information.
- We undertake to ensure that a comprehensive and open discussion takes place in relation to any offence, caution or reprimand revealed in a DBS Certificate, or at any other stage, with the person seeking employment prior to making any decision regarding the withdrawal of a conditional offer of employment.
- We ensure that all those in Birkenhead Sixth Form College who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.