



## DISCLOSURE & BARRING SERVICE CHECKS

- 1. York Steiner School Ltd. aims to ensure that all staff and all parents and visitors who have continued or regular contact with our pupils on behalf of the school and/or during the school day have had a DBS check in order for the school to make an informed decision whether it is appropriate for the adult concerned to have contact with the children<sup>1</sup>.**
- 2. General Principles:** York Steiner School Ltd. uses the DBS to help assess the suitability of applicants for positions of trust, be they voluntary or paid positions. York Steiner School Ltd complies fully with the DBS Code of Practice which is available from the Disclosure website: [www.gov.uk](http://www.gov.uk)
- 3. Storage and Access:** Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in the administrator's office with access strictly controlled.
- 4. Handling:** In accordance with section 122 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.
- 5. Usage:** 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.
- 6. Retention:** Once a recruitment (or other relevant) decision has been made we do not keep Disclosure information longer than is necessary.
- 7. Disposal:** Once the retention period has elapsed, we will ensure that any Disclosure information is suitably destroyed by secure means, i.e. by shredding.
- 8. Code of Practice:** we abide by Section 122 (2) of the Policy Act 1997.
- 9. Trustees:** The Chair of the Board of Trustees will be checked via the Department for Education. The trustee responsible for oversight of Child Protection in the school will take responsibility for ensuring that DBS, identity and right to work in the UK checks are undertaken by the school on the remaining trustees.

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<sup>1</sup> DBS takes place as part of the employment process for staff. For parents when they offer voluntary help. Long standing staff (pre 2002) have also had DBS checks.

## **Policy On Recruitment Of Ex-Offenders**

York Steiner School is an equal-opportunity employer, and does not discriminate against those with prior criminal convictions in making employment decisions, except in so far as the convictions known to the school are such as to make the person concerned unsuitable for the work involved in the post. In particular, any offence which results in the person being listed by the Department for Education and Skills or the Department of Health as unsuitable for work involving contact with children will be an absolute bar to employment by the school in any capacity.

### **Approval & Review**

This policy has been approved by the Board of Trustees on

3<sup>rd</sup> March 2016