



**Disclosure and Barring Service Checks and  
Recruitment and selection of ex-offenders in accordance with  
The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment)  
(England and Wales) Order 2016**

**Information for applicants**

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

**General Principles**

The Birkenhead Park School 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 School and the School's implicit duty of care to its students, all persons who are offered employment with The Birkenhead Park School shall be required to have Enhanced Disclosure Clearance through the Disclosure and Barring Service (DBS).

As an organisation using the DBS to help assess the suitability of applicants for positions of trust, The Birkenhead Park School 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 this information is directly accessible at:

[www.gov.uk/government/publications/dbs-code-of-practice](http://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 The Birkenhead Park School. 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 work to the School.
- In all cases where successful candidates fail to provide information under the Rehabilitation of Offenders Act 1974 and/or fail to complete the DBS Application Form with the required documentary evidence, the employment start date shall be postponed until such time this information is provided to the School.

- 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 is held - and subsequently destroyed - in accordance with the School'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 The Birkenhead Park School 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.