

**Ellesmere College CRB Code of Conduct:  
Checking criminal records during recruitment and employment**

**Our Policy**

The safety of children and young people is paramount, and Ellesmere College (as part of the Woodard Corporation) is fully committed to the rigorous implementation of Criminal Records Bureau procedures and arrangements.

All staff are required to undergo an Enhanced Disclosure check with the Criminal Records Bureau (CRB) prior to appointment and at regular intervals during employment with the College as defined in its Code of Conduct. In addition, overseas appointments are required to produce a police check statement from their own country.

Ellesmere College complies fully with the CRB Code of Practice (a copy of which is available on request) and undertakes to treat all applicants for positions fairly. The College has policy statements on "The Recruitment of Ex-Offenders" and "The Safe Storage and Handling of Disclosure Information" (copies available on request).

A person with a criminal record will be deemed to be acceptable for consideration for employment, unless they fail to meet the criteria laid down for the post for which they are applying.

**Our Process**

All Disclosure searches will be initiated at the College by either the Director of Operations, or the Headmaster. The Headmaster and Director of Operations will be the Lead Counter-Signatories. Disclosure information will be disposed of as soon as practicable by shredding. A secure system is in place to note the:

- Disclosure number
- Name of post
- Name of applicant
- Date of issue
- Details of decision taken ("appointed", "conditional" or "references unacceptable")
- Signature of one of the two of the above Counter-Signatories prior to shredding the Disclosure document.

The final information, and information being processed will be stored in a secure place which has access restricted only to CRB authorised personnel. "**Appointed**" in this context means meeting our criteria for acceptance. If an applicant is rejected on the basis of the Disclosure it will be on the grounds of "**references unacceptable**" and the Department Head will be informed of this (one of the Counter-Signatories will discuss the situation with the applicant). If "**conditional**", then brief details should be included with the file note. Only the Department Head will be made aware of a "conditional" acceptance. The system should produce a minimum number of "conditional" acceptances.

**The following criteria for acceptance will apply for all posts:**

Post Classification Class A - all convictions/cautions/warnings/reprimands are acceptable except:

- any related to the Protection of Children Act
- any offence resulting in a custodial sentence of more than 12 months
- any conviction in the last 10 years (or caution in the last 5 years) relating to theft/financial irregularities

- any conviction relating to supplying or offering to supply a controlled drug in the last 5 years
- any conviction resulting in a custodial or suspended sentence relating to possession of a controlled drug in the last 10 years
- any disqualification from driving, due to dangerous/reckless driving or driving whilst under the influence of alcohol/drugs, in the last 5 years (where driving is a specified part of the role)
- any disqualification from driving in the last 10 years, due to dangerous/reckless driving or driving whilst under the influence of alcohol/drugs (where driving a minibus is an expected part of the role)
- any conviction relating to violent conduct
- any conviction in the last 10 years (or caution in the last 5 years) relating to falsification of qualifications.

Any conviction/caution/reprimand which is identified above as an exclusion and which is conditional upon a period of time elapsing (identified above) since the offence will not be a reason to decline an offer of employment but may result in the Department Head being informed of the circumstances regarding the offence. In the latter situation, the CRB record will be identified as “conditional”.

The College will request candidates to provide at interview one piece of photographic evidence, eg. passport, photo driving licence, and two other pieces of written evidence linking them to their current address, eg. bank statement, rent book, utility bill. The College will also require the successful candidate to complete a Disclosure Application Form which will be countersigned and processed by the designated individuals.

Where photographic evidence is not available or candidates decline to sign Section H of the CRB Disclosure Application Form, additional identification material will be required.

Candidates are able to take up their post prior to the College receiving a CRB Disclosure, but until such time as CRB clearance has been received the individual concerned should have restricted access to contact with children. This will be monitored by the Department Head.

Ellesmere College will take up two references for all posts. The College will carry out a Disclosure check for all staff on appointment (or reappointment), and may carry out further checks at 5 yearly intervals from the time of last check or at such other times that the College believes a check is necessary for the continued safe and effective operation of the College.

The College will not appoint, or continue to employ, any staff who fail to declare a conviction or caution during the appointment process or whilst employed by the College, or who fail to meet the criteria set out for the post to which they have applied or been appointed. Whilst failure at any time to meet the criteria for their current role will be considered adequate grounds for dismissal, the College will attempt, where practical, to redeploy staff to less sensitive roles or duties and to allow reasonable time for any appeals to be considered. Any concerns regarding an individual’s conduct whilst in post will be dealt with by reference to the College’s policies on Child Welfare.

The College will identify the main measure of success for this process as there being no individual offered a post that has to be retracted as a result of Disclosure information.