

The Bosco Centre	
<b>Policy:</b>	<b>Procedures for Disclosure and Barring service</b>
<b>Applies to:</b>	<b>College, Independent school, Nursery and Youth clubs</b>
<b>Reviewed:</b>	<b>October 2018</b>
<b>Next Review:</b>	<b>October 2019</b>

1. All Bosco Centre recruitment information for paid and voluntary positions will state the following

- A Disclosure will be requested in the event of a successful application, where the nature of the work demands it.
- A criminal record will not necessarily be a bar to obtaining a position in the organisation.

2. If a candidate is shortlisted they will be sent a Declaration form, which must be returned to the Principal prior to the interview date, or in sufficient time for disclosure to be processed in the case of volunteers.

**14 days will need to be allowed between shortlisting and interview.**

3. The Principal or line manager (as appropriate) will contact the applicant and arrange to speak with them confidentially about the declaration after the formal interview.

4. When an offer is made, the Principal or line manager will send the successful candidate a Disclosure Application form for completion and invite the applicant to a post interview meeting. At the meeting the applicant will be asked to provide at least one item of photographic evidence and one item of address evidence, which might normally include:

- Passport
- Photo driving licence or old-style driving licence
- Birth certificate

If no driving license is available, the following items may also be used as validation of identity and confirmation of address – but only if the personal details they contain match those entered on the application form. If they do not, they should be disregarded:

- Marriage certificate
- Credit card statement
- Mortgage or insurance statement
- Bank details or statement
- Utility bill

All must be originals and not copies.

5. After checking by the Principal / line manager, the Disclosure Application form is then sent to the DBS for checking.

6. Enhanced Disclosures should normally be returned within three weeks. If the information on the certificate contradicts that provided by the applicant before interview, it will be discussed with the applicant and every opportunity will be given to her / him to explain the situation before a final decision is made. If the applicant disputes the information, they will be advised to contact the DBS who will deal with the complaint.

7. In the event of a Disclosure leading to the withdrawal of the offer of a position, the person concerned will be sent a copy of the Bosco Centre Complaints & Appeals Procedure.

8. Normally candidates will not be able to take up a position until a Disclosure certificate is received. In the exceptional circumstances where someone has taken up the position prior to the certificate being received, and it contradicts information revealed on the voluntary disclosure form, instant dismissal could result.

9. Where a current Enhanced Disclosure Certificate is produced, the original of this must be seen by the Principal. The Principal must also see identification documentation as required in the Application for Disclosure. A photocopy of the Disclosure Certificate will be retained for the statutory six months.

#### **Procedures for Committee Members**

1. In the case of prospective members of the Trustee Body, the above procedures will be followed where the project makes this necessary.
2. In such cases, prospective Trustees will be given a declaration form, which must be returned to the Principal.
3. If any information is declared, the Principal will decide if it bars that person from being a member of the Trustee Body.
4. Prospective Trustees will give their Disclosure application to the Principal to be checked.

5. If any information on the Enhanced Disclosure Certificate contradicts that already provided, the Principal will discuss the matter with the person concerned and decide if it bars the person from being a member of the Trustee Body.

**Note about recruitment**

Obtaining a Disclosure Certificate in no way guarantees that a person is 'safe'. It therefore does not replace good recruitment procedures and appropriate assessment once a person has taken up a post.