

## **NEWBATLE ABBEY COLLEGE DISCLOSURE OF CRIMINAL RECORDS POLICY**

### **General**

Newbattle Abbey College has a duty to ensure that students of the organisation are suitably protected and that anybody undertaking work at the College are disclosed for any applicable criminal conviction that may influence the execution of their duties.

Disclosure relates to those exempt under the Rehabilitation of Offenders Act and contains details of both spent and unspent convictions and any cautions.

All employees and volunteers undertaking regulated work, at Newbattle Abbey College will be required to join the Protecting Vulnerable Groups (PVG) Scheme.

The Scheme Record will show the following membership information:

- The type(s) of regulated work in respect of which the individual is a PVG Scheme member (thereby confirming that the individual is not barred from regulated work of that type).
- If the individual is under consideration for listing for the type(s) of regulated work, states that fact.
- Convictions and cautions held on central records in the UK;
- Whether the individual is included on the sex offenders register; Relevant non-conviction information provided by police forces
- Any prescribed civil orders.

### **Disclosure Checks**

- All new appointments are made subject to acceptable disclosure through the PVG Scheme.
- All existing staff are disclosed.
- Foreign nationals will be submitted for disclosure on the same basis as UK nationals.
- All staff has a duty to inform the College of any pending or actual change in their status.

### **Processing and Administrative Responsibilities**

The Administration Manager will be responsible for carrying out staff checks.

Disclosure information is highly sensitive. All those handling such information must treat it in the strictest confidence and are bound by the Code of Practice - For Registered Persons.

Only 'registered persons' have the authority to countersign any disclosure application on behalf of Newbattle Abbey College.

### Returns

All returned forms will be opened by the Administration Manager or the Administration Supervisor.

Returned staff checks will be logged onto a secure HR spreadsheet.

Under the Data Protection Act 1998 information must not be kept for longer than necessary and therefore returns will be destroyed immediately, by secure means, once it has been recorded onto a tracking form or after the date on which any dispute about the accuracy of the disclosure information has been resolved.

Disclosure information will only be retained for longer in exceptional circumstances and in consultation with Disclosure Scotland.

Should the content of a disclosure be of significant concern, the Administration Manager will consult with the Senior Management Team.

If there is information contained in the disclosure or supplementary information which results in an offer being withdrawn, the subject and decision will be advised in writing.

All disclosed information will be kept securely, in lockable, non-portable storage containers. Access to storage units is strictly controlled to authorised individuals.

**Newbattle Abbey College is committed to the active pursuit of challenging discrimination, advancing equality and celebrating diversity**

Newbattle Abbey College	Policy/Procedure
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