

This policy covers:

- Criminal Records Bureau checks
- The recruitment of staff with criminal convictions,
- The storage, handling, use, retention, and disposal of disclosures and disclosure information
Statutory requirements.

GOAL carry out Criminal Record Checks (DBS) on all staff and volunteers and uses the DBS Disclosure Service to obtain information to enable it to assess the suitability of applicants for employment in positions of trust.

GOAL complies fully with the DBS code of practice and does not discriminate unfairly against any subject of a DBS disclosure on the basis of conviction or other information revealed.

GOAL is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

GOAL will not accept checks from other organisations regardless to how recently they were carried out. Copies of this policy are clearly displayed in all areas of the centre and are available from GOAL offices

An appointee will be asked to submit to a DBS disclosure request at offer stage. It will be stated on all application forms and in the terms and conditions that accompany the Job Description 'that successful candidates will be expected to complete a satisfactory check with the Criminal Records Bureau prior to confirmation of the appointment' and in the Terms & Conditions.

All practical steps will be taken so that boarders or any student under 18 years of age are not entrusted to adults who have not been checked through the DBS.

All adults regardless of type of employment contract including short-term basis such as temporary staff or contractors will be DBS checked.

Having a criminal record will not necessarily bar an applicant from working with us. This will depend on the nature of the position and the circumstances and background of the offences. Any information revealed in a

disclosure that is likely to lead to the withdrawal of a job offer will be discussed with the applicant before the offer is withdrawn.

Where a conviction has been disclosed in an individual's application for a post at GOAL, a discussion will take place at the end of the interview regarding the offence and its relevance to the position. Failure to reveal information relating to unspent convictions could lead to withdrawal of an offer of employment.

DBS disclosure information will not be stored on an employee's personnel file but will be stored separately in lockable storage with access limited to those who are entitled to see it as part of their duties.

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorized to receive it in the course of their duties.

We maintain a record of all those whom disclosures or disclosure information has been revealed and it is a criminal offence to pass this information on to anyone who is not entitled to receive it. Those members of staff at GOAL who are entitled to see the information is the Director.

DBS disclosure information will only be used for the specific purpose for which it was requested and for which the applicant's full consent will have been obtained.

Once a recruitment (or other relevant) decision has been made, DBS disclosure information will not be stored for longer than is necessary. This is generally for a period of up to six months to allow for consideration and resolution of any disputes or complaints. If, in exceptional circumstances, it is considered necessary to keep such information for longer than six months, consideration will be given to the Data Protection and human rights of the individual before doing so.

Once the retention period has elapsed, GOAL will ensure that any DBS disclosure information is destroyed by secure means, i.e. shredding, pulping or burning. While awaiting destruction, DBS disclosure information will be kept securely. We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of the Disclosure. Notwithstanding the above we may keep a record of the date of issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken. These details will be securely stored for monitoring purposes.

Reviewed: 5th September 2025

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