

- If the Disclosure shows up any issues of concern the Director of Personnel will communicate the results of the Criminal check with the Vice Principal (Operations) and the line manager. Where there is a perceived risk of future misconduct based on information in the Disclosure this will be considered prior to discussion with the candidate and certainly before any final appointment decision is made. If the candidate's name appears on the PoCA list of DfEE 99 they will not be appointed.
- If the results of the Disclosure require, the potential employee may be interviewed by the Director of Personnel and Vice Principal Operations and a note of the meeting will be made.
- If the Disclosure brings to light information deemed sufficiently serious to withdraw the offer of employment then this shall be confirmed to the prospective employee in writing.
- The prospective employee will have the right of appeal against this decision to the Principal. He/she should place their appeal in writing to the Principal within 7 days of the notification that the offer has been withdrawn.
- Subject to satisfactory clearances (including references) being received the offer of appointment may be confirmed.
- **ADDENDUM** Since the CRB was set up it has been experiencing a serious backlog of requests for Disclosure which has been the subject of much national debate. As at August 2002 delays of over 8 weeks in processing requests are not uncommon. This has a serious effect on the College's recruitment process. Whilst this delay is being experienced appointments may be confirmed and the employee may start in post. However if a Disclosure reveals an issue that has not been previously declared by the applicant he/she will be asked to attend a meeting with the Director of Personnel and the Vice Principal. If it is felt that the applicant deliberately withheld this information to obtain the post, or the nature of the offence is serious then it will be recommended to the Principal that the employee's contract of employment may be terminated.
The employee will have the right of appeal to the Corporation and should place their appeal in writing to the Clerk of the Corporation within 14 days of the notification of dismissal

3. **Existing Employees**

- If it is discovered that an existing employee has not declared a conviction or caution or there is good reason to believe that an employee has been convicted or cautioned during the course of his/her employment then an Enhanced Disclosure will be sought.
- The employee will be asked to attend an interview with the Director of Personnel and Head of Department/line manager to discuss the outcome of the Disclosure.
- At this meeting a full appraisal of the situation will be made and a note kept of the meeting.
- If it is believed that the employee deliberately withheld conviction information to gain employment this will be regarded as very serious and disciplinary procedures will be applied.

4. Code of Practice

As a registered body the College is bound by the Criminal Records Bureau Code of Practice. A copy of the Code is available from the Personnel Office or from the CRB web site www.disclosure.gov.uk

5. Policy on the Recruitment of Ex Offenders

As a registered body the College is required to have a policy on the recruitment of ex offenders. This is attached at Appendix A.

6. Security Policy

The CRB Code of Practice requires Registered Bodies to have a written Policy on the security of Disclosure information. This policy is attached at Appendix B.