

Summary statement on the use of Personal Information in schools

(to be sent to individuals applying for posts in Brighton & Hove Schools)

Introduction

Thank you for applying for a school position within Brighton & Hove City Council. You may be aware that posts within educational establishments fall under the definition of 'regulated positions' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered work within schools. Details will also be checked against DoH and DfES lists. These checks will be undertaken by the Criminal Records Bureau only once the offer of employment has been made but you will be asked at the short listing stage to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not automatically a bar to obtaining work in schools. Brighton & Hove Council as an official Registered Body must comply with the CRB Code of Practice. Further details are available in the Policy Statement on Ex-offenders which is available for full inspection to individuals on request via the relevant school or through the Schools' Personnel Team.

The purpose of this statement is to provide assurance to applicants that the information released in Standard and Enhanced disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

Handling of Disclosure Information

Recipients of disclosure information at Brighton & Hove City Council will only disclose this to the Headteacher/Recruiter. Unauthorised disclosure of any information provided by the CRB is an offence under Section 124 of the Police Act 1997.

Disclosure information will be securely stored and will be retained for a maximum period of 6 months unless in exceptional circumstances formal written agreement of the CRB is obtained to retain them for a longer period.

All schools have signed up to and agreed the procedures for the confidential and secure handling of disclosure application forms and disclosure information received from Brighton & Hove Council.

Health Assessment

If you are successful in obtaining a conditional offer of employment you will be asked to complete a health questionnaire which will enable the Council/School to determine your fitness for the post and to advise of any reasonable adjustments (i.e. measures needed to support you in post if you have any health conditions or disabilities). The questionnaire will be assessed by an independent Occupational Health Adviser who will then provide us with a health report. I would be grateful if you would complete the health questionnaire form enclosed **and return it direct to the Occupational Health Service as soon as possible**. You can return it by email or by post; address details are included on the form. It is not the Council/School's policy to require prospective employees to attend for a medical, unless the Occupational Health Adviser considers it necessary. If this is the case, the Occupational Health Adviser will contact you directly.

Proof of Right to Work in the UK

In accordance with the Immigration, Asylum and Nationality Act 2006, the Council is required to obtain evidence of a prospective employee's eligibility to work in the United Kingdom. Where applicable, this includes ensuring that he or she registers under the Workers Registration Scheme (WRS). The documents which are acceptable as proof of your eligibility to work in the UK are shown on the 'Right to Work in the UK Disclosure Checklist', together with confirmation of who is required to register under the WRS. This checklist should be completed and submitted at interview along with the relevant documents. You need to ensure that the documents you bring in are the original documents, as photocopies will not be accepted.

If you are required to register under the WRS, Forms and guidance are available from www.workingintheuk.gov.uk, or by post on 08705 210 224. Please note that the onus is on you to complete these forms, but should you need help with this please seek advice from the school Personnel office. You are required to register within one month of commencing employment with us. If you do not do this, your employment will be illegal and you may have to stop working.

Further Information

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer) you will be sent further information on the disclosure process including guidance on completion of the Disclosure Application Form. Staff Disclosures will be funded by Brighton & Hove LEA and volunteers Disclosures are free of charge.

Further information on the CRB and the Disclosures process including the CRB Code of Practice can be obtained by visiting the web site: www.disclosure.gov.uk or by calling 0870 9090811.

Information on Brighton & Hove policies can be obtained by contacting the Schools' Personnel Team on: 01273 293565.