
BLISS @ GLENALMOND SCHOOL EMPLOYMENT SCREENING POLICY

BROWNLEE LANGUAGE INTERNATIONALSAL SUMMER SCHOOL IS ALSO KNOWN AS BLISS.

This policy explains the approach that we take to employment screening checks, including what checks are carried out for different roles.

1.0 Purpose

BLISS is committed to doing the right thing, and acting with integrity and the highest ethical standards in all our business dealings and relationships around the world, and we expect the same of our people

This policy (“Policy”) sets out Bliss’ principles, requirements and procedures in relation to employment screening.

Compliance with this Policy helps protect Bliss and our people from potential breaches of the law, regulations, and regulatory, financial or reputational risks, which may result in fines, imprisonment and bans on certain contracting or employment.

2.0 Applicable To

Our policy applies to all our people as well as candidates in the UK and Ireland, this means

- people who apply for roles with us as external candidates
- people who already work for us and who are changing roles within BLISS
- all those permanently or temporarily employed by us as we may require you to go through screening either be at regular intervals or at our discretion.

3.0 Principles

We have high standards. Our students and their parents expect this and our success reflects it. We need to make sure that the people who work for us meet those standards too. Technical and professional standards are important but it doesn’t stop there. We also check the personal and employment history of people who come to work with us.

Our screening process helps us to reduce the risk of harm to our people, reputation or assets. It also helps us to meet some important legal obligations:

- As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Bliss complies fully with the *code of practice*.

- We undertake to treat all applicants for positions fairly, and not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.
- Bliss can only ask an individual to provide details of convictions and cautions that Bliss are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- Bliss can only ask an individual about convictions and cautions that are not protected
- Bliss 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
- at interview, or in a separate discussion, Bliss ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- Having a criminal record will not necessarily debar you from working with us. This will depend on the nature of the position, together with the circumstances and background of your offence.
- We will consider ex-offenders for employment on their individual merits. In the UK, our approach towards employing ex-offenders differs, however, depending on whether the job is or is not exempt from the provisions of the Rehabilitation of Offenders Act 1974.

4.0 The checks we may carry out for employees based in the UK

- For all roles we carry out a basic criminal record check which gives details of all unspent convictions.
- For some roles, subject to the statutory right to do so, we carry out an enhanced criminal record check (or a PVG check in Scotland) which may provide us with details of all unspent convictions, cautions, reprimands and formal warnings from the Police National computer which has not been ‘filtered’ in line with legislation (see Appendix A & B for more details). This disclosure is issued directly to the individual, not the people requesting it.
- We take up 2 references from your current or last employer/education institute

5.0 Criminal record checks

- Where a criminal records check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process, except for certain spent convictions and cautions which are ‘protected’ so not subject to disclosure to employers and that cannot be taken into account. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows us to ask questions about your entire criminal record, we only ask about ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974.

- We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex- offenders, e.g., the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a criminal record check aware of the existence of the Disclosure & Barring Service Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a criminal record check with the person seeking the position before withdrawing a conditional offer of employment.

6.0 Monitoring and Review of this Policy

The Policy Owner is responsible for reviewing and maintaining this Policy from time to time and for ensuring that appropriate governance and oversight controls and procedures are designed, implemented and monitored with local business owners, training is provided, and for management reporting as appropriate to mitigate the risks covered by this Policy.

6.1 Policy Owner

Policy owner: Suzanne Littlejohn Brown

Next Review: September 2022

Appendix 1 Overseas Staff accompanying short term visits policy Glenalmond School recognises that the welfare of the child is paramount. We take seriously our duty to safeguard and promote the welfare of the children and young people in our care. This policy should be read in conjunction with the BLISS at Glenalmond School Safeguarding Policy and Child Protection Procedures. Overseas Staff accompanying short term visits/ exchange programmes DBS checks on overseas staff should be completed unless it is verified that the applicant has not previously lived in the UK. Where an applicant is from or has lived in a country where criminal record checks cannot be made for child protection purposes, or is a refugee with leave to remain in the UK, and has no means of obtaining relevant information, we must take extra care in taking up references and carrying out other background checks. In these cases there will be no criminal record in the UK, or any entry on the Children's Barred List or the Secretary of State's Prohibition Order List. For example, additional references should be sought, and references followed up by phone as well as letter.

A letter must be obtained from the local police services to confirm that they have no outstanding record that might affect their suitability to work with Children. The process for obtaining a check varies from country to country. The DBS provides a list of countries from A to Z, detailing how to obtain a criminal record check from each one, reference will be made to this list and the school will follow the guidelines for the relevant country. If the applicant has also lived in the UK, then a DBS check in addition to a criminal record check from any other country they've lived in.

BLISS SUMMER SCHOOL
FEBRUARY 2022