



Criminal Records Bureau and Associated Procedures

In order to ensure the safety and security of all pupils at the School, all employees are registered for Enhanced Status with the Criminal Records Bureau. The School seeks to obtain this status for employees with the minimum amount of paperwork and effort.

Accordingly, all those requested to attend an interview will be asked to bring with them a passport or photo driving licence and at least two documents from the following list which confirm their current address:

- Recent bank statement
- Recent mortgage or insurance statement
- Recent credit card statement
- Current Council Tax bill
- Recent utility bill

The documents must be from different sources, e.g: one bank statement and one Council Tax bill, not one bank statement and one credit card statement from the same provider.

Photocopies of these documents will be retained by the School only so that clearance of the successful applicant can take place without further travel or postage of irreplaceable documents. The papers of all unsuccessful candidates will be shredded.

The CRB has a website explaining its rationale and procedures and this can be found at **www.crb.gov.uk**.

In common with other schools, and as a general policy, offers of permanent positions at Al-Khair must always be conditional in the first instance, dependent on receipt of satisfactory references, verification of identify and qualifications, CRB and any other appropriate legal checks, and verification of medical fitness (as required by DFES Circular 4/99). In the interests of all parties, not least the candidates themselves, Al-Khair attempts to carry out the majority of these checks prior to any offer being made.