

TONBRIDGE SCHOOL

DISCLOSURE POLICY

1. The School's policy on Disclosure is derived from legislation drawn up by the National Care Standards Commission and as specified in the National Minimum Care Standards for Boarding Schools. It is imperative that the policy be followed with rigour as any failure, in addition to and potentially putting a young person at risk, could lead to punitive damages being awarded against the Governors if and such failure led to a child being abused.
2. As "lead signatory", the Bursar will retain overall responsibility for the proper discharge of the Disclosure process which, on a day-to-day basis, will be undertaken by the School's Personnel Officer. In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. For Tonbridge School, such authorised persons are the Headmaster, Bursar, and Personnel Officer and their personal, confidential secretaries.
3. The following policy will apply for Disclosure.
 - a) All teachers, technicians, visiting music teachers, librarians, and others (such as temporary teaching staff, language assistants, or specialists "in residence") involved in the normal teaching of boys – full or part-time – will be subject to "Enhanced Level" clearance (EL) which must be received prior to their taking up their post and having contact with boys.

All staff appointed to the post of Housemaster, Senior Student Housemaster, or House Tutor will be subject to the EL check, unless EL clearance has already been obtained during their previous service in the school. In the case of a Housemaster on appointment, his spouse, and any children over 18 (or on reaching 18), will be subject to the "Standard Level" (SL) check.

The Headmaster will, on making the appointment, seek the assurance of the new appointee that such checks will not reveal any difficulty: with that assurance, the appointment can be announced to the Common Room, in advance of the outcome of the lengthy checking procedure.

- b) Governors and incumbents of the posts of Bursar, Assistant Bursar, Accountant, Facilities Manager, Personnel Officer, Development Director, School Clerk, OT Registrar, Clerk of Works, Catering Manager/Production Manager, Director of Grounds, "non-teaching" CCF staff, Careers Clerk, school-employed sports coaches, all swimming pool staff, Shop Manager, and the Chapel Verger will be subject to EL clearance.
- c) Non-cleared persons accompanying school visits involving overnight accommodation, including the spouses of members of staff or other family members over the age of 18, will be subject to EL clearance. For day trips, SL clearance is required where the same individuals regularly take part in such trips and in all instances where one-to-one contact with a boy may occur.
- d) Matrons and Medical Centre nursing staff, school doctors, physiotherapists, and School Counsellor will, on appointment, be subject to EL. Ancillary Medical Centre staff, on appointment, will be subject to SL.

- e) Instructors for courses organised by Facilities will be subject to EL checking on their initial appointment. Once cleared, each will be reviewed annually by the Facilities Manager to determine if there is a need for further checking. This will be an objective and recorded exercise which will take into account the total length of past service with the school; the ages of the children for whom they will have responsibility; what, if any, contact they have had with the school over the previous year; and their proximity/ties to the local area.

For example, renewed clearance would, perhaps, be appropriate in the case of a temporary instructor, for whom clearance had been obtained in the past, returning after attending a distant university, where his/her status with regard to criminal convictions could have changed without our knowledge.

There can be no hard and fast rules in this area, with considered, objective and recorded judgements being made in individual cases.

- f) All ancillary staffs employed by the School, TSL (including Courses Administrative Assistants) and the St Augustine's Chapel Charity, unless otherwise specified, will be subject to SL. Porters who will or may additionally work in the Tonbridge School Centre for Sports and Media will have EL clearance.
- g) Certain contractors' staffs (for example, those who maintain fire alarms) require access to boarding Houses in term-time. Such firms/persons will be identified by the Clerk of Works, with the staff they nominate being subject to SL clearance if they are likely to have regular, unescorted access to Houses, together with the opportunity to have contact with boys.

The School's Personnel Office, in consultation with the Headmaster's Office, Heads of academic and non-academic Departments, and the Catering Office will be responsible for initiating, checking, and recording all CRB clearances, and for notifying Heads of Departments when such clearance is received. Heads of Departments must ensure that they do in fact receive this notification.

- 4. It is the responsibility of those organising trips to ensure that the relevant personnel (e.g. volunteers who are assisting as specified in para 3c above) have been cleared before they are allowed to work with, associate with, or supervise children. It is also the responsibility of the trip organiser to check that employees of any Outward Bound Centre (or similar venue) visited have been vetted by their own organisation.
- 5. Housemasters utilising the services of taxi firms for the movement of boys for any reason are to ensure that they utilise the services of either Castle Cars of Tonbridge (01732 363637/8), Langton Taxis (01892 862224) or Nightingale Cars (01959 524116). All three companies hold Local Authority Licences and have undertaken to ensure that only drivers holding EL clearance will be employed. In making any such bookings, this requirement should as a matter of routine be re-emphasised.
- 6. This policy will be reviewed annually in the light of developing National and School policy.