



Disclosure Policy

General

Wherever a disclosure check is required this shall be an enhanced disclosure.

Students

We will accept a previous disclosure from a student if it has been cleared within the last six months. It needs to be seen by either Jackie Graham or Steve Gowenlock who will note the date and number of the form in our disclosure recording system. We would also ask students to complete a disclosure declaration (see attached). If the disclosure is older than 6 months we will complete a new form.

Overseas students

If a student is not normally resident within the UK, we will still complete a disclosure form and ask them to provide some form of clearance from their home country.

Volunteers

All volunteers starting at MCFB must complete a disclosure form (there is no fee required for volunteers). The same procedure for volunteers who have not been resident in the UK for their adult lives must be followed as for "Overseas students".

Staff

All staff on commencement of their employment at MCFB will complete a disclosure form. This will need to be updated at three yearly intervals.

Updated 28/03/08