

# Recruitment of Ex-Offenders Policy



Through respect we will work together in Christ to develop the whole person

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Leader: Mrs C Sime

## Introduction

The purpose of this policy is to ensure that We Catholic Primary School fulfils its requirement to treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information received.

## Policy

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), We Catholic Primary School complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

- ✚ We undertake not to discriminate unfairly against any subject of a criminal records check on the basis of a conviction or other information revealed
- ✚ We will only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can be legally 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)
- ✚ We will only ask an individual about convictions and cautions that are not protected
- ✚ We are 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.
- ✚ We will supply this policy to all DBS applicants at the start of the recruitment process
- ✚ We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- ✚ We select all candidates for interview based on their skills, qualifications and experience
- ✚ An application for a criminal records check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal records check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
- ✚ We ensure that all those who are involved in the recruitment process have been suitability 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 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 sought could lead to the withdrawal of an offer of employment.
- ✚ We make every subject of a criminal record check submitted to the DBS aware of the code of practice and makes a copy available on request.
- ✚ We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.