

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

Introduction

- As an organisation using the DBS (Disclosure and Barring Service) to assess applicants' suitability for positions of trust, The Queen's School complies fully with the DBS Code of Practice.
- The Queen's School undertakes to treat all applicants for positions fairly and not to discriminate unfairly against any subject of an Enhanced Disclosure on the basis of a conviction or other information revealed.
- The Queen's School 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.

Recruitment

- 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.
- A statement regarding a DBS Enhanced Disclosure is contained in the documentation giving details about the position.
- All offers of positions at The Queen's School are subject to a satisfactory DBS Enhanced Disclosure check.

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Interview

- We encourage all applicants called for interview to provide details of any criminal record they may have at an early stage in the application process.
- We request that this information is sent under separate, confidential cover, to The Bursar
- We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- We ask about all convictions, including spent ones, 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.

Offer of a Position

- We ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position which are shown on a DBS Enhanced Disclosure.
- We undertake to discuss any matter revealed in an Enhanced Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- 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 DBS Enhanced Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- Having a criminal record will not necessarily bar an applicant from working with us. This will depend on the nature of the position and the circumstances and background of his/her offences.

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