



Oakhill

School and Nursery

Policy on the Recruitment of Ex-Offenders

Oakhill School and Nursery will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. We make appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

This policy operates in accordance with current safeguarding legislation and guidance including Keeping Children Safe in Education (KCSIE), the Rehabilitation of Offenders Act 1974, the Police Act 1997, the Equality Act 2010, the Safeguarding Vulnerable Groups Act 2006 and the DBS Code of Practice.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the Oakhill School and Nursery to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for Oakhill School and Nursery to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006".

The school will ensure that all safer recruitment checks are completed in accordance with Keeping Children Safe in Education (KCSIE), including identity checks, qualification checks, right to work checks, references, prohibition checks where appropriate and Disclosure and Barring Service (DBS) checks relevant to the role.

A risk assessment may be undertaken where criminal record information is disclosed in order to assess suitability for the role and any safeguarding implications.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within Oakhill School and Nursery. We will report the matter to the Police and/or the DBS if we · receive an application from a disqualified person; · are provided with false information in, or in support of, an applicant's application; or · have serious concerns about an applicant's suitability to work with children.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, Oakhill School and Nursery will consider the following factors before reaching a recruitment decision: · whether the conviction or other matter revealed is relevant to the position in question; · whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account); · the seriousness of any offence or other matter revealed; · the length of time since the offence or other matter occurred; · whether the applicant has a pattern of offending behaviour or other relevant matters; · whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; · in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and · the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

The school recognises that having a criminal record does not automatically make an individual unsuitable to work in a school setting and each case will be considered fairly, proportionately and confidentially.

Only information relevant to the safeguarding of children, the role applied for and legal requirements will be considered during the recruitment process.

If the post involves regular contact with children, it is Oakhill School and Nursery's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the Oakhill School and Nursery's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the Oakhill School and Nursery's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

Confidentiality and Data Protection

Information disclosed during the recruitment process will be handled in accordance with data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Criminal record information will be processed only where lawful, relevant and necessary and will be treated confidentially and securely.

Equal Opportunities

The school is committed to equality of opportunity and will ensure that applicants are treated fairly and consistently throughout the recruitment process regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The school will make reasonable adjustments where required to ensure applicants with disabilities are not disadvantaged during the recruitment and selection process.

Monitoring and Review

The Governing Body and Senior Leadership Team will review this policy regularly to ensure compliance with current legislation, statutory safeguarding guidance and best practice in safer recruitment.

Jane Buttery - September 2022

Updated: May 2026