CENTRAL FOUNDATION GIRLS’ SCHOOL

(Voluntary Aided)

Educating Tomorrows Women

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| **Policy Title** | **Recruitment of Ex-Offenders policy for schools** | **Version No** | 3 |
| **Rationale** | 1. **Equal Opportunities Policy Statement**
	1. This policy should be read in the context of Central Foundation Girls’School*’s* policy statement on equality and diversity.
	2. The school wishes to make it clear that having a criminal record will not necessarily bar anyone from employment. This decision will depend on the nature of the post, and the circumstances and background of the offence(s).
	3. The school’s written policy on the recruitment of ex-offenders, is made available to all applicants at the outset of the recruitment process.
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| **Policy Statement** | 1. **Recruitment of ex-offenders**
	1. Central Foundation Girls’ Schoolis committed to the fair treatment of its staff and potential staff. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants’ suitability for positions in the School, Central Foundation Girls’ School complies fully with the DBS Code of Practice and undertakes to treat all applicants for posts fairly.
	2. Central Foundation Girls’ School undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
	3. Central Foundation Girls’ School has a statutory duty to request a Disclosure for all positions in the School. All posts in the school are exempt from the Rehabilitation of Offenders Act 1974 and the school is entitled to ask questions about a candidate’s entire criminal record, including ‘spent’ convictions and cautions, reprimands, warnings and bind-overs.
	4. All applicants called for interview are asked to complete a Disclosure and Barring Service declaration form in order to provide their criminal record at an early stage in the process. This information should be sent under a separate, confidential, cover to the Headteacher, who guarantees that this information is only seen by those who need to see it as part of the recruitment process.
	5. We ensure that those in the school who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. All school recruitment panels will include at least one “safer recruitment” trained member. 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.
	6. At interview, or in a separate discussion, opportunities will be pursued to ensure that all necessary evidence is collected upon which selection decisions can be fairly based. This will include the relevance and circumstances of offences.
	7. Failure to reveal information required can lead to a subsequent withdrawal of any offer of employment.
	8. Central Foundation Girls’ School makes every subject of the DBS aware of the existence of the DBS Code of Practice and will make a copy available on request.
	9. Central Foundation Girls’ School will undertake to discuss any matter revealed in a Disclosure with the person seeking the post before any decision is made to withdraw a conditional offer of employment on the basis of the Disclosure.

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| **Monitoring & Review** | Every three years |
| **Links to other policies** | Recruitment & Selection procedures |
| **Staff Responsible** | Human Resources |
| **School Group Responsible** | Personnel Committee |
| **Date approved by Governing body** | **December 2015** **Review Date: December 2018 or earlier if there are any changes to legislation** |

