



ST. PETER'S CATHOLIC SCHOOL

Policy on the Recruitment of Ex-Offenders

St. Peter's Catholic School is an Equal Opportunities employer. The School is committed to ensuring that it selects the most suitable person for the job based on merit, regardless of gender, ethnicity, sexuality, nationality, disability, age, religious belief or offending background.

Every effort will be made to ensure that applicants and potential applicants are treated fairly and that all decisions made within the process are fair, objective and based on the requirements for the job.

The Rehabilitation of Offenders Act 1974 exists to allow people with convictions to be reintegrated back into society. The Act allows convictions, cautions, reprimands and final warnings in respect of a certain offences to be considered 'spent' after a specified period of time known as the 'rehabilitation period'.

Once 'spent', the person is considered rehabilitated and the Act treats the person as if they had never committed an offence. As a result, the conviction or caution in question does not need to be disclosed by the person when applying for most jobs unless the role applied for is 'exempt' from the Act.

Some positions are exempt from the Act and as such are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order. These positions are therefore subject to criminal record checks processed through the Disclosure and Barring Service (DBS). Please [click here](#) for the list of eligible posts. For those where a criminal record check is identified as necessary, job adverts and job descriptions will clearly state that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

In these circumstances, the School will ask an individual to provide details of convictions and cautions on their application form. Failure to reveal information could lead to withdrawal of an offer of employment. Please note, since May 2013, certain minor and old convictions/cautions are 'filtered' and as such no longer need to be disclosed. For further information about the filtering of convictions/cautions please [click here](#)

St. Peter's Catholic School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. Those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The School also ensures 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 in a separate discussion, the School ensures that an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position. The School undertakes to fully discuss any matter revealed on a DBS certificate with the individual seeking the position before a decision is made as to whether to withdraw a conditional offer of employment.