Farsley Springbank Primary School

'Be the best you can be.'

Policy Statement on the Recruitment of Ex-offenders

It is a legal requirement that all registered bodies and prospective employers must treat DBS applicants who have a criminal record fairly and not discriminate because of a conviction or other information revealed. Registered Bodies and employers who are Regulated Activity Providers (including schools) are obliged to have a written policy on the recruitment of ex-offenders, which is available to DBS applicants at the outset of the recruitment process.

Policy Statement

1. As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Farsley Springbank 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 DBS check on the basis of a conviction or other information revealed.

2. Farsley Springbank Primary 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.

3. A summary of this written policy on the recruitment of ex-offenders is available to all DBS applicants on request. The policy is also available to applicants on our website.

4. 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, knowledge and experience.

5. As a Regulated Activity Provider (RAP) all paid employees of Farsley Springbank Primary School are in regulated activity and therefore subject to checks with the DBS.

6. All regular volunteers are subject to a volunteer DBS check and will be asked to provide two suitable character references.

7. In relation to contractors, we only request a DBS check after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

8. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

9. We encourage all applicants called for interview to provide details of any criminal record history that is not protected as defined by the **Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013)** at an early stage in the application process. Please see the information provided in the guidance document, **'Applying for a Job at Farsley Springbank Primary School'**, for details of what should and should not be disclosed.

10. We request that this information is sent in a separate sealed envelope submitted with the completed application, marked for the attention of the Headteacher. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process. Disclosed information will only be considered for shortlisted applicants. Disclosures for applicants that are not shortlisted will be confidentially destroyed and will not be considered during the recruitment process.

11. We ensure that everyone in our school who are involved in the recruitment process has been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and know how to access advice and support e.g. from our Registered Body.

12. At interview, or on a separate occasion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that may be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

13. We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

14. We undertake to discuss any matter revealed in a DBS check with the person seeking the position before considering withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by our Headteacher or another trained member of our Senior Leadership Team.