



The Leys & St Faith's Schools' Foundation Recruitment of Ex-Offenders Policy



RECRUITMENT OF EX-OFFENDERS POLICY

1. INTRODUCTION

This policy applies to the recruitment and selection of all staff, including volunteers and is based on the following key principles.

- a. The Leys and St Faith's Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- b. The Foundation is committed to providing the best possible care and education to its pupils and also to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The term 'school' in this document refers to both The Leys and St Faith's Schools. All records are confidential and kept in accordance with the Data Protection Act 2018, or any successor legislation.

2. SCOPE

This policy applies to all potential members of the teaching and support staff. The term 'teaching staff' includes all staff directly involved in the teaching of the pupils.

3 POLICY STATEMENT

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

A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the post concerned. 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 post. Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the school and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the post allows school to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all 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. 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.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might 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.

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

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.