



## Statement on the recruitment of ex-offenders

In accordance with the Disclosure and Barring Service Code of Practice, this policy is made available to all applicants at the outset of the recruitment process. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practB7.7> Rehabilitation of

Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), which requires an applicant to disclose convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020). Guidance on the filtering of 'protected' cautions and convictions which do not need to be disclosed by a job applicant can be found at [Ministry of Justice](#). A DBS check will therefore be carried out before appointment to any job at the School is confirmed. This will include details of convictions and cautions (excluding youth cautions, reprimands, or warnings) that are not 'protected' as defined by the Ministry of Justice. A criminal record will not necessarily be a barrier to obtaining a post at the School.

- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- We promote equality of opportunity for all, and we select candidates based on their competencies, qualifications and knowledge.
- Applicants will be required to disclose their criminal record if they are invited to interview, and a DBS enhanced check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- 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 job sought could lead to withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- We ensure that people at the School who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.



- Having a criminal record will not necessarily bar you from working at the school. This will depend on the nature of the position and the circumstances.