

St Mary's School and College
RECRUITMENT OF EX-OFFENDERS POLICY

Reviewed Annually – Latest Review Date: March 2016

Policy written for	All staff at St Mary's School and College
Lead Member of staff	Head of Business, Systems and Quality Assurance
Rationale	<i>This policy is part of the HR and employment policy framework</i>
Introduction	<ul style="list-style-type: none"> The safeguarding of children and young people is of paramount importance to St Mary's. As an organisation using the Disclosure & Barring Service (DBS) service to assess applicants' suitability for positions of trust, St Mary's complies fully with the DBS 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 alone. The Trust 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. This written policy on the recruitment of ex-offenders is made available to all DBS applicants at the outset of the recruitment process.
The Aim of this policy	To ensure St Mary's follows safer recruitment practices and a clear and fair recruitment process in relation to ex offenders.
The Objective of this policy	To ensure applicants are clear about the processes involved if they hold a criminal record.
Procedures and Practices	Appendix A outlines the steps taken to ensure that any applicant who is and ex offender is treated fairly and transparently whilst the safeguarding of CYP remains paramount.
Persons with particular responsibilities	HR Manager School Social Worker Managers who are recruiting staff.
Monitoring and Evaluation	HR Manager as required.
Relevant statutory guidance, circulars, legislation and other sources of information	Useful links: https://www.gov.uk/government/organisations/disclosure-and-barring-service
Definitions	<ul style="list-style-type: none"> N/A

Copies of this policy may be obtained from	<ul style="list-style-type: none"> St Mary's website www.stmarysbexhill.org It is available as a hard copy on request from Reception/staffroom School networks
--	---

Participants and consultees in the formulation of this policy were	<i>Senior Management</i>	x
	<i>Staff</i>	
	<i>Parents</i>	
	<i>Other Stakeholders</i>	
	<i>Governors</i>	
	<i>N/A</i>	
Other Participants and Stakeholders		

Appendix A

- 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, qualifications and experience.
- A DBS disclosure is required for all appointments to St Mary's and all application forms, job adverts and recruitment packs contain a statement that a DBS check will be requested in the event of the individual being offered the position.
- A DBS check is part of the recruitment process, so we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. Information is included on the application form and we request that this information is sent under separate, confidential cover, to the Head of Finance and HR and guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Because of the nature of the work the Trust is allowed to ask questions about the applicant's entire criminal record, and applicants are not entitled to withhold information about offences which for other purposes would be considered 'spent' as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those at St Mary's 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, St Mary's ensures 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.
- The consideration of an offer of employment to any known ex offender will be considered carefully by the HR manager, School Social Worker and the Headteacher together to ensure that all aspects regarding the safeguarding of young people are appropriate.
- We make every subject of a DBS check aware of the existence of the DBS 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.

Having a criminal record will not necessarily bar you from working at St Mary's; this will depend on the nature of the position and the circumstances and background of your offences and the potential risk this may pose to the children and young people.

This policy is formally reviewed every year as part of the Policy review cycle.