

	WHITFIELD ASPEN SCHOOL		Learning Together with Aspiration, Imagination, Determination	
Policy title: STATEMENT ON RECRUITMENT OF EX- OFFENDERS	Policy Status: AGREED	Policy Number: POL_010		
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Statement on the Recruitment of Ex-offenders

As an organisation using the Disclosure & Barring Service (DBS) to assess applicant's suitability for positions of trust, Whitfield Aspen School complies fully with the DBS Code Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

Whitfield Aspen School is committed to the fair treatment of its staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

KCC has a written policy on the recruitment of ex-offenders, which will be made available to all disclosure applicants at the outset of the recruitment process.

The school actively promotes 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 disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. Within school all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of an individual being offered the position.

For all positions within a school setting a Disclosure is required and 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 a separate, confidential cover, to the Headteacher and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the 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.

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. 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 Disclosure and Barring Service 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 Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. Our first duty is to the safeguarding of children within our care.

Reviewed – January 2022

Next Review Date – Spring 2024