



## **ST. AUGUSTINE OF CANTERBURY CATHOLIC PRIMARY SCHOOL**

### **Ex-Offenders Recruitment Policy**

#### **Mission Statement**

"I called you by your name, you are mine." Isaiah 43

The mission of our school is to support and further the teachings of Christ and His Church.

We welcome and embrace individuals of all abilities and cultural backgrounds.

We aim to enhance and celebrate their moral, physical, social and emotional development, so that they may reach their full potential in an atmosphere of stability, care and respect.

We believe that education is for all and in partnership with parents, carers, children and the wider Catholic community: we will strive and succeed in a wholly inclusive setting.

#### **Equality Statement**

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil or member of staff and it helps to promote equality at St Augustine of Canterbury Catholic Primary School.

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils and staff with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

This policy was adopted: January 2022

Written by: Kape HR

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS). St Augustine of Canterbury Catholic Primary School complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

St Augustine of Canterbury Catholic Primary School undertakes not to discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed.

St Augustine of Canterbury Catholic Primary School can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

St Augustine of Canterbury Catholic Primary School can only ask an individual about convictions and cautions that are not protected.

St Augustine of Canterbury Catholic 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.

St Augustine of Canterbury Catholic Primary School has a written this policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.

St Augustine of Canterbury Catholic Primary School actively promotes equality of opportunity for all with the right mix of talent, skills, and potential and welcomes applications from a wide range of candidates, including those with criminal records.

St Augustine of Canterbury Catholic Primary School select all candidates for interview based on their skills, qualifications, and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts, and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

St Augustine of Canterbury Catholic Primary School ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

St Augustine of Canterbury Catholic Primary School also ensures 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 Augustine of Canterbury Catholic Primary School ensures that an open and measured discussion takes place about 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.

St Augustine of Canterbury Catholic Primary School makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.

St Augustine of Canterbury Catholic Primary School undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.