

CULLODEN PRIMARY SCHOOL POLICY ON THE RECRUITMENT OF EX-OFFENDERS

Re-issued: March 2013

Review date: March 2014

1. Equal opportunities

- 1.1. This policy should be read in the context of Culloden Primary School's equality and anti-discrimination policies.
- 1.2. Culloden Primary School wishes to make it clear that having a criminal record will not necessarily bar anyone from employment. This decision will depend on the nature of the post, and the circumstances and context to the offence(s).

2. Recruitment of ex-offenders

- 2.1. Culloden Primary School is committed to the fair treatment of its staff and potential staff regardless of race, gender, religion or belief, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We carry out all appropriate checks including using the Disclosing and Barring Service ("DBS") to assess applicants' suitability for positions in the school. We comply fully with the DBS's Code of Practice ("the DBS Code") and undertake to treat all applicants for posts fairly.
- 2.2. Culloden Primary School undertakes not to discriminate unfairly against any person who is the subject of DBS Disclosure information ("DBS Disclosure") on the basis of conviction or other information revealed.
- 2.3. Culloden Primary School has a statutory duty to request DBS Disclosure for all positions in the school. All posts in the school are exempt from the Rehabilitation of Offenders Act 1974 and the school is entitled to ask questions (and get full and truthful answers) about a candidate's entire criminal record, including 'spent' convictions and cautions, reprimands, warnings and bind-overs.
- 2.4. All applicants for relevant positions or employment will be notified in advance that DBS Disclosure will be requested in the event of the individual being offered a position.
- 2.5. All applicants called for interview are encouraged to disclose all details of their criminal record at an early stage in the process. This information should be sent under separate cover, clearly marked "confidential", to the executive headteacher, who will use all reasonable efforts to ensure that this information is only seen by those who need to see it as part of the recruitment process. This information and any DBS Disclosure shall be handled and stored securely, in accordance with the DBS Code. It shall be kept only for as long as is reasonably necessary for the recruitment process and for a maximum of six months following the recruitment decision, unless a dispute is raised or, in exceptional circumstances, where DBS agreement is secured, after which such information shall be deleted or destroyed as soon as reasonably practicable.

- 2.6. Culloden Primary School undertakes that all staff involved in recruitment and selection shall be trained to identify and assess the relevance and context of offences and shall be made aware of relevant legislation pertaining to the employment of ex-offenders.
- 2.7. At interview, or in a separate discussion, we shall 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, which should include the relevance and context of offences.
- 2.8. Culloden Primary School undertakes to make every person who is/shall be the subject of DBS Disclosure aware of the existence of the DBS Code and shall make a copy available on request.
- 2.9. Culloden Primary School undertakes to discuss any matter revealed in DBS Disclosure with the person seeking the post before any decision is made to withdraw any offer of employment.
- 2.10. Failure by the candidate to give full and truthful information which is directly relevant to the post, including as to the existence of spent convictions, will be considered a valid reason not to offer employment, or subsequently to withdraw any offer of employment or to dismiss if employment has already commenced.

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