



POLICY TITLE	Recruitment of Ex-Offenders Policy
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Policy Area	Staff, Safeguarding
Relevant Statutory Regulations	ISSR; KCSIE 2024
Author	Recruitment Manager
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Recruitment of Ex-Offenders Policy

- 1.1 Roedeans will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. Roedeans makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.
- 1.2 All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the Disclosure and Barring Service (DBS) filtering rules. A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.
- 1.3 It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the School. The School will make a report to the Police and/or the DBS if:
 - a. It receives an application from a barred person
 - b. It is provided with false information in, or in support of an applicant's application or
 - c. It has serious concerns about an applicant's suitability to work with children.

- 1.4 In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:
 - a. Whether the conviction or other matter revealed is relevant to the position in question
 - b. The seriousness of any offence or other matter revealed
 - c. The length of time since the offence or other matter occurred
 - d. Whether the applicant has a pattern of offending behaviour or other relevant matters
 - e. Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters
 - f. The circumstances surrounding the offence and the explanation(s) offered by the convicted person.
- 1.5 If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:
 - a. Murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence; or
 - b. Serious Class A drug related offences, robbery, burglary, theft, deception or fraud
- 1.6 If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.
- 1.7 If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.
- 1.8 In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by The Director of Finance and Administration and approved by the Head before a position is offered.
- 1.9 If an applicant wishes to dispute any information contained in a disclosure, they can do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School may, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.
- 1.10 The School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion or belief, sexual orientation, pregnancy, marital status, age, physical/mental disability or offending background.
- 1.11 The 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. We select all candidates for interview based on their skills, qualifications and experience.

- 1.12 An application for a criminal record check is only submitted to the 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 job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- 1.13 Where a Disclosure is to form part of the recruitment process, we require all applicants to provide details of their criminal record at an early stage in the application process. This information will be kept confidentially in the Recruitment Manager's office. At interview, or in a separate discussion, the School 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.
- 1.14 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. 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.
- 1.15 We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- 1.16 We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.