



Recruitment of Ex-Offenders Policy

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Chair of Governors

Reviewed by: Laura Webb - Governor

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Table of Contents

- 1. **Introduction**3
- 2. **DBS checks**.....3
- 3. **Procedure**.....3
- 4. **Response to a Disclosure**.....4
- 5. **Monitoring arrangements**4
- 6. **Links with other policies**4
- 7. **Further Information**.....4

1. Introduction

Excellence Girls Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The [code of practice](#) published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed. The code also obliges registered bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process.

2. DBS checks

It is of fundamental importance that people who take up appointments at Excellence Girls Academy do not pose a risk to the children in its care. It is therefore vital to apply for and review any criminal records of any successful applicants for positions, and to carry out other checks, before making a formal offer of appointment.

The school uses Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust. Excellence Girls Academy complies fully with the DBS Code of Practice - to treat all applicants for positions fairly and to not discriminate unfairly against any subject of a Disclosure based on a conviction or other information revealed.

Excellence Girls Academy is committed to the fair treatment of its staff, potential staff, parents, and pupils regardless of race, gender, religion, sexual orientation, responsibilities for dependant, age, physical/mental disability, or offending background.

- 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 and any disclosures/personal information from the DBS will not lead to discrimination.

This policy on the recruitment of ex-offenders, is made aware to all DBS applicants at the outset of the recruitment process.

3. Procedure

For those positions where a Disclosure is required, all application forms, 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.

A new Disclosure application will be completed for all new members of staff and for contractors who are very regularly on-site during term-time. However, sight of the original copy of a recently issued Enhanced Disclosure will suffice for those joining for short periods of teacher training and the like.

Where a Disclosure is to form part of the recruitment process, 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 separate, confidential cover, to the school and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974. However, there are some exceptions to this general principle whereby spent convictions will remain relevant in which case, details of all convictions, spent or unspent will be requested.

At interview, or in a separate discussion, we ensure 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.

Any matters revealed in Disclosure information will be discussed with the person seeking the position before

any withdrawal of an 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.

4. Response to a Disclosure

On receipt of the DBS which may reveal a conviction or other information, the school shall consider the following factors:

- Whether the conviction or other information disclosed is relevant to the position in question.
- The seriousness of the offence or other matter revealed.
- The length of time since the offence or other matter occurred.
- Whether the applicant has a pattern of offending behaviour or other relevant matters.
- Whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters.
- The circumstances surrounding the offence or incident and the explanation(s) offered by the convicted person.

A Risk assessment will be carried out and the Chair of governors will also be advised before a decision is made.

At Excellence Girls Academy, we ensure that all those 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.

5. Monitoring arrangements

This document will be reviewed every year but may be reviewed and updated more frequently if necessary. It will be reviewed by the Governing Body and approved by the Chair of Governors at every review.

6. Links with other policies

This policy links to the following policies and procedures:

- Equality and Diversity Policy.
- Child Protection and Safeguarding Policy.
- Safer Recruitment Policy.

7. Further Information

For any queries related to this policy or our recruitment process, please contact our Recruitment Officer:

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