St Alfege with St Peter's
Church of England Primary School

RECRUITMENT OF EX-OFFENDERS

Reviewed: September 2025
Next Review Date: September 2028
Custodian: Governing Body/Learning & Achievement Committee

Signed by the Chair of Governors:	
The governing body reviews this policy every three years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.	

This policy should be read in conjunction with the Child Protection and Safeguarding Policy and Safer Recruitment Policy.

Introduction

St Alfege with St Peter's C of E Primary School is committed to working in accordance with Keeping Children Safe in Education, and the DBS Code of Practice, which require that the school makes available a copy of its Policy on the Recruitment of Ex-offenders to all job applicants.
This policy provides a framework within which the school will seek to ensure that all cases are assessed fairly, and on an individual basis. St Alfege with St Peter's C of E Primary School will not discriminate because of a conviction or other information revealed.

Scope

This policy applies to all Employees, Governors and volunteers of St Alfege with St Peter's C of E Primary School.

Background

The Rehabilitation of Offenders Act 1974 allows most convictions and cautions to be considered spent after a specified period of time. Once a caution or conviction is spent the person is considered rehabilitated and the ROA treats the person as if they had never committed an offence. This means that jobseekers with criminal records have the right to legally withhold such information from a prospective employer when applying for most jobs.

All positions that involve working with children are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, 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 DBS filtering rules.

Candidates shortlisted for a vacancy will be asked to complete a Self-Disclosure form on which they will be asked to disclose any relevant convictions, court orders, reprimands, warnings, or other matters which may affect an applicant's suitability to work with children.

Keeping Children Safe in Education

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Keeping Children Safe in Education gives statutory guidance and states:

- Where a role involves engaging in regulated activity relevant to children, schools and colleges should include a statement in the application form, or elsewhere in the information provided to applicants, that it is an offence to apply for the role if the applicant is barred from
- engaging in regulated activity relevant to children.
- Schools and colleges should also provide a copy of the school's or college's child protection policy and practices and policy on employment of ex-offenders in the application pack or refer to a link on its website.
- Schools and colleges should assess cases fairly, on an individual basis. A decision not to appoint somebody because of their conviction(s) should be clearly documented, so if challenged the school or college can defend its decision, in line with its policy on recruitment of ex-offenders.

DBS Code of Conduct

The DBS Code of Conduct, 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.

Registered Bodies, and those in receipt of the DBS Update Service information, must have a written policy on the suitability of ex-offenders for employment in relevant positions. This should be available upon request to potential applicants and, in the case of those carrying out an umbrella function, should be made available to their clients. Clients of Registered Bodies should make this policy available to their potential or existing employees.

Policy Statement

- 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 Alfege with St Peter's C of E Primary School will comply fully with the DBS code of practice and undertakes to treat all applicants for positions fairly.
- St Alfege with St Peter's C of E Primary School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- St Alfege with St Peter's C of E Primary School will only ask an individual to provide details of convictions and cautions that St Alfege with St Peter's C of E Primary School 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 Alfege with St Peter's C of E Primary School can only ask an individual about convictions and cautions that are not protected.
- St Alfege with St Peter's C of E 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 Alfege with St Peter's C of E Primary School will make this written policy on the recruitment of ex-offenders available to all DBS applicants at the start of the recruitment process.
- St Alfege with St Peter's C of E Primary 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.
- St Alfege with St Peter's C of E 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 Alfege with St Peter's C of E Primary School ensures that all employees involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences using information available at www.nacro.org.uk
- St Alfege with St Peter's C of E Primary School also ensures that employees 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 Alfege with St Peter's C of E Primary 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.
- St Alfege with St Peter's C of E 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 Alfege with St Peter's C of E 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.