

RECRUITMENT OF EX-OFFENDERS POLICY

Latest review:	Feb 2022
Reviewed by:	SLT/MG/SK
Governors review:	Feb 2022
Next review date:	Jan 2023

1. Introduction

Tiffin School is committed to working in accordance with Keeping Children Safe in Education, and the Disclosure and Barring Service (DBS) Code of Practice, which require the school to make available a copy of this Policy on the Recruitment of Ex-offenders to all DBS applicants at the outset of the recruitment process.

2. Background

The Rehabilitation of Offenders Act 1974 (ROA) 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. Under the ROA, jobseekers with criminal records have the right to legally withhold such information from a prospective employer when applying for most jobs.

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and subsequent amendments confirm that all positions working with children are however exempt from the provisions of the ROA. All applicants to Tiffin School must therefore declare all previous convictions and cautions, including those which would normally be considered “spent”, except those that are classed as protected offences.

Tiffin School is committed to treating DBS applicants who have a criminal record fairly and undertakes not to discriminate because of a conviction or other information revealed.

3. Policy Statement

As a School using the DBS to assess applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, Tiffin School complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

Tiffin School undertakes not to discriminate unfairly against any subject of a criminal record check or Disclosure on the basis of a conviction or other information revealed. Tiffin School select all candidates for interview based on their skills, qualifications and experience.

Tiffin School can only ask an individual to provide details of convictions and cautions that Tiffin 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) Tiffin School can only ask an individual about convictions and cautions that are not protected.

Tiffin School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, ethnic origin, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Tiffin School will make this written policy on the recruitment of ex-offenders available to all DBS applicants at the start of the recruitment process.

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.

At interview, or in a separate discussion, Tiffin 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. 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.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Tiffin School undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.