

South Farnham School

Policy on the recruitment of ex-offenders

- 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), South Farnham School complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.
- South Farnham School as an umbrella body also requires that other organisations for whom we act as an 'umbrella organisation' follow this policy
- South Farnham School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- South Farnham School can only ask an individual to provide details of convictions and cautions that South Farnham 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)
- South Farnham School can only ask an individual about convictions and cautions that are not protected
- South Farnham 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 dependents, age, physical/mental disability or offending background
- South Farnham School has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- South Farnham School actively promotes equality of opportunity for all with the right mix of talent, skills and potential and will consider applications from a wide range of candidates, including those with criminal records
- South Farnham 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

- South Farnham School ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- South Farnham School also ensures 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
- at interview, or in a separate discussion, South Farnham 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
- South Farnham 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
- South Farnham School undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
- Having a criminal record will not necessarily bar an individual working in the role they have applied for. This will depend on the nature of the position and the circumstances and background of their offences. Where convictions or other relevant information is revealed a full risk assessment will be undertaken which will take into account the following:
 - Whether the offence is related to children or adults
 - The nature and seriousness of the offence
 - The relevance of the offence to the individual's duties
 - Whether the offence is spent under the Rehabilitation of Offenders Act
 - Whether the offence is a one-off or is part of a history of offending
 - The length of time since the offence took place
 - The individuals age at the time of the offence

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