



Gastrells Community Primary School

RECRUITMENT OF EX-OFFENDERS POLICY STATEMENT

MISSION STATEMENT

At Gastrells Community Primary School, our mission is to promote pupil success by inspiring and developing their knowledge, interests, physical and mental wellbeing, and a love of learning in a child-centered, inclusive and empowering environment.

Strategic Review, July 2020

Approved by: Standards Committee

Last reviewed on: January 2024

Next review due by: January 2026

Introduction

In accordance with Section 122 of the Police Act 1997, all schools and other registered bodies must treat Disclosure and Barring Services (DBS) applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed.

Whilst certain old and minor convictions are no longer subject to disclosure, all cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts with a safeguarding context, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure.

This policy statement outlines Gastrells Community Primary School's application of the Code of Practice. It should be read in conjunction with the School's Safeguarding and Equality, Diversity and Inclusion policies and is to be given as a stand-alone document to DBS applicants at the outset of the recruitment process,

Application

For the avoidance of any doubt, all staff employed by Gastrells Community School are required by law to be the subject of a DBS check before taking up an appointment. This includes volunteers (i.e., parents/carers), contractors and private tutors who have unsupervised access to children whilst they are in our care. Additionally, we ensure that all our teaching staff are not on the Barred List maintained by the Department for Education. Safeguarding for our pupils remains our overriding priority.

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), Gastrells Community Primary School complies fully with the [DBS code of practice - GOV.UK \(www.gov.uk\)](http://www.gov.uk) and undertakes to treat all applicants for positions fairly.

The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Gastrells will only ask an individual to provide details of convictions and cautions that we 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), the School will only ask an individual about convictions that are not protected.

As outlined in our Equality, Diversity and Inclusion Policy, Gastrells is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion/faith, sexual orientation, responsibility for dependents, age, physical and/or mental disability or offending background.

Gastrells also promotes equality of opportunity for all with the right mix of talent and skills and we welcome applications from a wide range of candidates, including those with criminal records. We select all candidates based on their skills, qualifications and relevant experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment 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 advertisements 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.

Gastrells ensures that all those within the school community 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.

At interview, or in a separate discussion, Gastrells 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 on the part of an applicant to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.

Gastrells Community Primary School makes every subject of a criminal record check submitted to DBS aware of the existence of the [DBS code of practice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/281222/dbb_code_of_practice.pdf) and will make a copy available on request.

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