

Policy on recruitment of ex-offenders

This policy on the recruitment of ex-offenders should be made available to all DBS applicants at the outset of the recruitment process as well as to individuals who, either at the start of their employment or during its course, give consent for online Status Checks to be undertaken on their DBS Certificate

Equalities

Aldridge School A Science College is committed to the fair treatment of its staff, and potential staff regardless of race, gender, religion, sexual orientation, responsibilities for dependants, 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 will consider applications from a wide range of candidates, including those with criminal records. All candidates will be selected for interview based on their skills, qualifications and experience.

Undertaking DBS checks

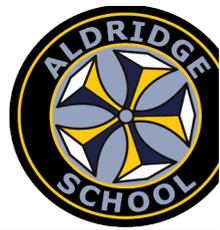
A DBS check (whether new or via the Update Service) is only requested after it has been clearly identified that one is both proportionate and relevant to the position concerned. For those positions where a check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested as part of the recruitment process.

Where a DBS check is to form part of the recruitment process, we require all applicants to provide details of any unspent convictions, cautions, warnings or reprimands at an early stage in the application process. We request that this information is sent under separate, confidential cover, to Aldridge School A Science College, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

In undertaking enhanced or standard DBS Aldridge School A Science College is allowed to ask questions about an individual's unspent convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that the company used to carry out checks and are involved in the DBS 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, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. However where an individual fails to reveal previous unspent convictions or any other relevant information this could lead to withdrawal of an offer of employment or termination of their employment, regardless of the relevance of the conviction to the nature of their employment.



Dealing with criminal record declarations and positive DBS checks

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 a range of factors including 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(s) took place
- The individual's age at the time of the offence(s)

Before any decision is taken as to whether or not any matter revealed in a DBS check would lead to withdrawing a conditional offer of employment or, if an individual has already commenced work, the contract of employment is to be terminated, the risk assessment will be discussed with the individual concerned.

