

Whickham School
Policy Statement on the Recruitment of Ex-Offenders

1. All individuals or organisations using the Disclosure and Barring Service to help assess the suitability of applicants for positions of trust and who receive Disclosure information must comply fully with the DBS Code of Practice. Amongst other things, this requires them to treat all applicants for positions who have a criminal record fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed.
2. As an organisation using the Disclosure and Barring Service to assess the suitability of applicants for positions of trust, Whickham School complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions, fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
3. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. We select all candidates for interview based on their experience, qualifications, skills and abilities and adhere to the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975.
4. A Disclosure is only requested after an assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, the advertisement, and recruitment briefs will make clear that a Disclosure will be requested in the event of the individual being offered the position.
5. Where a Disclosure is to form part of the recruitment process, all shortlisted candidates will be required to complete a "Disclosure of Criminal Convictions" form and bring it along to the formal interview. The information given will be treated as strictly confidential and will only be considered in relation to the job the candidate is applying for. The information will only be seen by those who need to see it as part of the recruitment process.
6. We ensure that all those at Whickham School who are involved in the recruitment process have received information to assist them to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.
7. At interview, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment or if it comes to light after the applicant has been appointed, they could be summarily dismissed.
8. All shortlisted applicants for positions where a Disclosure is required can be provided with a copy of the DBS Code of Practice on request.
9. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
10. Having a criminal record will not necessarily bar you from working for us. This will depend on the nature of the position and the circumstances and background of your

offences. Any offence will only be taken into account if it is considered to be one which would make you unsuitable for the type of work to be done.