

MORE HOUSE SCHOOL

POLICY

RECRUITMENT OF EX-OFFENDERS POLICY

1. Rationale:

- 1.1 More House School is committed to the fair treatment of its staff, potential staff and users of its services, regardless of race, gender, religion, 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 welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience.

2. Purpose:

- 2.1 This policy statement regarding the recruitment of ex-offenders is made available to all applicants at the start of the recruitment process through the application form. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, More House School complies fully with the recommended Code of Practice and undertakes to treat all applicants for positions fairly.

3. Guidelines:

- 3.1 Teaching appointments are exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of Exemption Order 1975, No. 1023 and as amended February 2018. Applicants are therefore required to give details of convictions, including those which would otherwise be considered as "spent" by virtue of the said Act unless they are considered to be 'protected' under the Exceptions Order 1975 (2013) and / or any that staff may receive during the period of your employment.
- 3.2 Information given and received by the school will be treated with the strictest confidence. On receiving such information, a risk assessment will be made in order to consider the appropriateness of employment and the level of risk and scope for re-offending. All applications forms, job adverts and recruitment briefs will contain a statement that any offer of employment will be subject to a Disclosure from the Disclosure Barring Service (DBS) and any other checks that are appropriate for the position sought.
- 3.3 Where a Disclosure is to form part of the recruitment process, the School requires the applicant called for interview to provide details of any criminal record at an early stage in the application process. The applicant is encouraged to send this information under separate confidential cover, to the Headmaster when submitting their application form.
- 3.4 In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

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- Whether the conviction or other matter revealed is relevant to the position in question;
 - The seriousness of any offence or other matter revealed;
 - The length of time since the offence or other matter occurred;
 - Whether the application has a pattern of offending behaviour or other relevant matters;
 - Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
 - In the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
 - The circumstances surrounding the offence and the explanation(s) offered by the convicted person.
- 3.5 If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.
- 3.6 If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.
- 3.7 If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink-driving.
- 3.8 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. Candidates are warned throughout the recruitment process that failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

4. Conclusion:

- 4.1 More House School will make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request. The school also undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before any decision is made to withdraw a conditional offer of employment.
- 4.2 Having a criminal record will not necessarily bar an applicant from working with us. This will depend on the nature of the position and the circumstances and background of the applicant's offence. Attention is drawn to our Equal Opportunities policy which also details our commitment to this ethos:
- Promotion of Equal Opportunities and Diversity Policy
 - Safer Recruitment and Selection Policy