

Cottenham Primary School



Policy Statement on the Recruitment of Ex-offenders

Last reviewed:	Summer 2 2024									
Reviewed by:	Personnel Committee									
Next Review date:	Summer 2 2025									
Equality Review Checklist	<p>In reviewing this policy due consideration must be given to the impact that changes may have on issues of equality for the protected groups:</p> <table><tr><td>Age</td><td>Disability</td><td>Religion or belief</td></tr><tr><td>Race</td><td>Pregnancy and Maternity</td><td>Sex</td></tr><tr><td>Sexual orientation</td><td>Gender reassignment</td><td>Marriage/civil partnerships</td></tr></table> <p>If the equality of a protected group is likely to be compromised by changes to the policy then please complete an equality risk assessment, tick in the box and circle the characteristics affected: <input type="checkbox"/></p>	Age	Disability	Religion or belief	Race	Pregnancy and Maternity	Sex	Sexual orientation	Gender reassignment	Marriage/civil partnerships
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1. In accordance with the Disclosure and Barring Service Code of Practice this procedure is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>
2. As an organisation which uses the Disclosure and Barring Service, Cottenham Primary School complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.
3. Cottenham Primary School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), which requires you to disclose convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020). Guidance on the filtering of 'protected' cautions and convictions which do not need to be disclosed by a job applicant can be found at the Ministry of Justice. A DBS check will therefore be carried out before appointment to any job at Cottenham Primary School is confirmed. This will include details of convictions and cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice. A criminal record will not necessarily be a bar to obtaining a position.
4. Cottenham Primary School is committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
5. Cottenham Primary School promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their competencies, qualifications and knowledge.
6. We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
7. We select all candidates for interview based on their skills, qualifications and experience.
8. Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record, if they are invited to interview, and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
9. At interview, or in a separate discussion, Cottenham Primary 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 job sought could lead to withdrawal of an offer of employment.
10. Cottenham Primary School undertakes to discuss any matter revealed in a disclosure with the person seeking the job before withdrawing a conditional offer of employment.
11. Cottenham Primary School ensures that people within the School who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. Cottenham Primary School also ensures 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.
12. Having a criminal record will not necessarily bar you from working at Cottenham Primary School. This will depend on the nature of the position and the circumstances and background of your offences.