Lady Joanna Thornhill (Endowed) Primary School

Learning for the Head Heart and Hand

Employment of Ex-Offenders Statement

We want to ensure your needs are met. If you would like this document in any other format, please contact us: office@ladyj.kent.sch.uk

Article 3 – 'Adults must do what is best for me'

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), Lady Joanna Thornhill (Endowed) Primary School complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

Lady Joanna Thornhill (Endowed) Primary School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Lady Joanna Thornhill (Endowed) Primary School can only ask an individual to provide details of convictions and cautions that Lady Joanna Thornhill (Endowed) Primary School 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).

Lady Joanna Thornhill (Endowed) Primary School can only ask an individual about convictions and cautions that are not protected.

Lady Joanna Thornhill (Endowed) Primary School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Lady Joanna Thornhill (Endowed) Primary School has a written policy on the recruitment and selection of candidates including ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.

Lady Joanna Thornhill (Endowed) Primary School actively 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.

Lady Joanna Thornhill (Endowed) Primary School select all candidates for interview based on their skills, qualifications and experience.

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

Lady Joanna Thornhill (Endowed) Primary School ensures that all those in Lady Joanna Thornhill (Endowed) Primary School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

Lady Joanna Thornhill (Endowed) Primary School also ensures 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, Lady Joanna Thornhill (Endowed) 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 position sought could lead to withdrawal of an offer of employment.

Article 3 – 'Adults must do what is best for me'

Lady Joanna Thornhill (Endowed) Primary School makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.

Lady Joanna Thornhill (Endowed) Primary School undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.