



GUISELEY SCHOOL

Disclosure Barring Service: Ex-Offender Policy

This policy was adapted from a model policy by Carolyn Eyre, Safeguarding Consultant

Adopted on:	19 June 2014
Last Reviewed on:	30 November 2017 (minor amendments March 2020)
Next Review Date:	Autumn term 2020
Governors' Committee:	Personnel Working Party
Responsible Officer:	Director of Administration and Finance

It is a legal requirement that all registered bodies and prospective employers must treat DBS applicants who have a criminal record fairly and not discriminate because of a conviction or other information revealed. Registered Bodies and employers who are Regulated Activity Providers (including schools) are obliged to have a written policy on the recruitment of ex-offenders, which is available to DBS applicants at the outset of the recruitment process.

This policy statement should be read alongside our Equal Opportunities policy.

Policy Statement

1. As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Guiseley School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. Guiseley 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.
3. A summary of this written policy on the recruitment of ex-offenders is available to all DBS applicants on request. The policy is also available to applicants via our website.
4. 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, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
5. As a Regulated Activity Provider (RAP) all paid employees of Guiseley School are in regulated activity and therefore subject to checks with the DBS.
6. In relation to volunteers, we only request a DBS check after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.
7. For those positions where a DBS is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS will be requested in the event of the individual being offered the position.
8. We encourage all applicants called for interview to provide details of any criminal record history that is not protected as defined by the **Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013)** at an early stage in the application process. Please see the information provided in the 'applicant information' pack, which provides further guidance on applying for a job at Guiseley School, including details of what should and should not be disclosed.
We request that this information is sent in a separate, sealed envelope, to a designated person (Catherine Beaton, Director of Administration & Finance) within Guiseley School and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process. Disclosed information will only be considered for shortlisted applicants. Disclosures for applicants that are not shortlisted will be confidentially destroyed and will not be considered during the recruitment process.
9. We ensure that all those in our school who are involved in the recruitment 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 and know how to access advice and support from our HR service.
10. At interview, or on a separate occasion, 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. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or disciplinary action which could result in dismissal.
11. We make every subject of a DBS check aware of the existence of the Code of Practice www.gov.uk/government/publications/dbs-code-of-practice and make a hard copy available on request.
12. We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by senior leaders in school or by our HR service.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.