



# Felsted

## **POLICY STATEMENT ON RECRUITMENT OF EX-OFFENDERS**

As a School using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Felsted 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 a conviction or other information revealed.

Felsted 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.

This serves as a written statement on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process. The full policy can be requested by contacting the Human Resources department by emailing [hr@felsted.org](mailto:hr@felsted.org).

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.

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.

Our application process will ask applicants to declare any criminal convictions as all positions at Felsted involve a degree of responsibility for the safeguarding and welfare of children. All posts are exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) and therefore **all convictions, cautions and bind-overs**, including those regarded as 'spent' (in addition to **unspent convictions**) must be declared.

We require all successful applicants to allow Felsted to process and obtain an Enhanced level criminal background check (including checking the Children's Barred List check) in line with current guidelines. This is achieved through the Disclosure and Barring Service via an umbrella body (Atlantic Data). It is a condition of employment that the employee should not have been

convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature.

Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence.

As part of the interview process, the successful application will be asked to complete a DBS application and submit this to the Human Resources department. All employment checks, including the DBS and Barred List Check, must be processed **before** the applicant is able to work at the School.

The opportunity to make Felsted aware of any criminal records is made on the application form, the DBS application form and during the interview process. We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. Any information provided should only be given to the Human Resources department and will only be seen by those who need to see it as part of the recruitment process.

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. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment. All offers of employment are conditional upon satisfactory employment checks, including an applicant's criminal history.

We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Felsted also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders (Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)).

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Applicants should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.