



ST. BEDE'S R C PRIMARY SCHOOL **POLICY ON EMPLOYING PEOPLE WITH CRIMINAL** **CONVICTIONS**

MISSION STATEMENT

Capita Business Services on behalf of St Bede's R C Primary School uses the Disclosure and Barring Service (DBS) to assess an applicant's suitability for positions of trust, and complies with the DBS Code of Practice and undertakes to treat all applicants fairly. St Bede's R C Primary School undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

St Bede's R C Primary School aims to promote equality of opportunity for all, and is committed to the fair treatment of employees, job applicants and service users. St Bede's R C Primary School has a written policy on the recruitment of ex-offenders which states that job applicants are considered on their basis of their suitability for the job. Criminal records will be taken into account only when the conviction is relevant. Having an "unspent" conviction will not necessarily bar anyone from employment. This will depend on the circumstances and background to the offence(s).

A Disclosure is only requested for jobs where it is considered that one is appropriate and relevant to the post concerned. For posts where a Disclosure is necessary, the job advertisement and/or further particulars will contain a statement that a Disclosure will be requested for an individual who is offered the position.

Unless the nature of the post allows St Bede's R C Primary School to ask questions about a person's entire criminal record, only details of "unspent convictions" as defined in the Rehabilitation of Offenders Act 1974 will be sought.

St Bede's R C Primary School ensures that all who are involved in the recruitment process have been suitably trained to identify and assess the relevance of offences, and the appropriate legislation e.g. relating to the Rehabilitation of Offenders Act 1974. Headteacher and Significant Governor attend courses to keep up to date with legislation.

At interview, or in a separate discussion, St Bede's R C Primary School will ensure that there is an open and measured discussion with the individual about any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position being sought could lead to the withdrawal of an offer of employment.

St Bede's R C Primary School makes every person for whom a Disclosure is obtained, aware of the existence of the DBS Code of Practice and signposts them to the appropriate website.

St Bede's R C Primary School will discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

REVIEWED

December 2023

TO BE REVIEWED

December 2026