



Moordown St John's CE Primary School

Policy for Employment of Ex-Offenders

***"A Christian community where commitment to
educational excellence changes lives"***

The Acting Headteacher, on behalf of the Board of Directors of Moordown St. Johns CE Primary School, ratified this policy on 20 February 2023

Review Date: February 2026

A copy of this policy in an alternative format, such as large print or different language, may be provided on request from the school office.

Policy for employment of ex-offenders

The Disclosure and Barring Service (DBS) requires all registered bodies and organisations to have "a written policy on the suitability of ex-offenders for employment in relevant positions".

The following policy on the recruitment of ex-offenders, based on the sample provided by the Government / DBS, is made available to all applicants at the start of the recruitment process.

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), Moordown St John's complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly:

- Moordown St John's undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Moordown St John's can only ask an individual to provide details of convictions and cautions that Moordown St John's 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).
- Moordown St John's can only ask an individual about convictions and cautions that are not protected (for further information, please see [filtering of old and minor cautions and convictions](#) which are now 'protected' so not subject to disclosure to employers).
- Moordown St John's 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.
- Moordown St John's 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.
- Moordown St John's 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.
- Moordown St John's ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

- Moordown St John's 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, Moordown St John's 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.
- Moordown St John's 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.
- Moordown St John's undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

POLICY RATIFICATION AND REVIEW

This policy has been carefully considered and ratified by the Headteacher on 20 February 2023.

It is customary at this school to formally review all school policies after an interval of three years. In the case of this policy, this would take place during February 2026. However, this will be brought forward, should changes in protocol be recommended by the Government/Disclosure and Barring Service.

Signed: 

Date: 20 February 2023

Gina Angiolini, Acting Headteacher