

GRAVENEY TRUST

INFORMATION PACK AND GUIDANCE NOTES FOR APPLICANTS

CONTENTS

Applying for a vacancy - completing the application form	1
Equal Opportunities and what it means	3
Safeguarding	4
Terms and Conditions – Non Teaching staff	5
Terms and Conditions – Teachers	8
Asylum and Immigration Act, 1996	10
Appendix A: Rehabilitation of Offenders Act 1974	13
Appendix B: Schedule of Relevant Convictions	15

APPLYING FOR A VACANCY

Thank you for showing an interest in working for Graveney Trust.

Eligibility to apply

Graveney Trust is a committed Equal Opportunities employer this means that:

a) It is the policy of the Trust to promote equality in its education service and terms and conditions for all employees. All employees are recruited, trained and promoted on the basis of their ability, their fitness for the work and the requirements of the vacancy.

Graveney Trust instructs the principal, manager, supervisor or other officer with duties on behalf of the Trust as employer and all employees:

(a) to ensure that the terms of the Equality Act 2010 and this Policy are observed, and that no unlawful discrimination is permitted on grounds racial groups, gender, sexual orientation, gender re-assignment, pregnancy and maternity, age, religion or belief and people with disabilities in its workplaces

“Graveney Trust will ensure that the terms of this policy are communicated to each employee, with guidance in the use of the Trust’s harassment procedure or grievance procedure as a means of making any complaint of discrimination or failure to accord equality of opportunity.”

Your application form is an essential part in all stages of the selection process: it determines whether or not you will be shortlisted for an interview and acts as a basis for the interview itself.

Please do not send a CV as it will not be considered

1. Obtain the full job description and person specification	Every vacancy advertised will have a vacancy description and person specification, which is included in the application pack. This document lists the duties, skills, knowledge, qualifications and experience required.
2. Think about	What vacancy you are applying for. Why you are interested in the vacancy. What the vacancy entails. Would it be a good career move?
3. Filling out the form	Read it through. Look at your experience and make a list of all your skills and experiences that are relevant for this vacancy.
4. Look at your experience and career history	What evidence can you include to demonstrate that you have the necessary skills, knowledge and experience? You might want to think about any relevant experience you have acquired outside work either through community/voluntary/leisure interests that may be transferrable. Tell us your strengths. Write your career history. It is not necessary to give too much detail at this stage but make sure you explain the main features of each relevant vacancy or experience you have had. Check that dates are in the right order and that you account for gaps in your career/education history - Where there are gaps you will need to state the reasons.

<p>5. Prepare a rough draft</p>	<p>Consider completing the form in draft to avoid mistakes and repetitions. This will also give you the opportunity to amend your form before sending a final copy.</p> <p>Make sure your reasons for applying for the vacancy are as relevant as possible.</p> <p>Make sure you address each separate requirement on the person specification.</p>
<p>6. Completing the application form</p>	<p>Complete all sections on the form. Your form should be written in a concise way. Ensure it is well presented and reads well. For example, does it contain any spelling or grammatical errors? Are there any questions you have left unanswered? The supporting statement (Section 9 of the application form) is very important, Include examples of how you meet the selection criteria. Type it or use black ballpoint/ink. Use additional sheets if necessary - and remember to include your name on any additional sheet[s].</p>
<p>Please note:</p>	<p>In section 5 of the application form you are asked to declare if you are related to any Trustee/Governor or senior official or have a friendship/close relationship or business association with any representative of Graveney Trust i.e. the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother sister, uncle, aunt, nephew or niece of an existing Governor or officer of the Trust or the partner of such persons. You are also asked to declare if you have a friendship with, or a business connection with any Governor or an employee of the Trust.</p> <p>Canvassing Trustees or senior officers of Graveney Trust, directly or indirectly, for an appointment will disqualify you from appointment or if appointed will render you liable to dismissal without notice.</p>
<p>7. Returning your form</p>	<p>Ensure your completed application form is returned by the closing date shown on the advertisement. Some vacancies will show a specific time, where this is not stated, your application must be submitted by 4:00 pm at the latest</p> <p>Electronic copies: Electronic copies should be emailed to recruitment@graveney.wandsworth.sch.uk.</p> <p>Hard copies: Make sure you have returned it to the correct address and that you have the correct postage as some larger envelopes will incur additional postage. Always keep a copy for your reference.</p> <p>If you require any assistance or have particular requirements you wish to discuss please do not hesitate to contact the HR Department on 020 8682 7028.</p>
<p>8. Shortlisted Applicants</p>	<p>In view of the need to curb our expenditure costs Graveney Trust will only contact applicants who are shortlisted for interview. Regrettably, this means that we have to treat you less courteously than we would wish. However, if you would like to check that your application form has been received ,you can contact the HR Department on the above number, but do allow a least 24 hours after delivered. Applications returned electronically will be acknowledged with an automated email reply.</p>

EQUAL OPPORTUNITIES AND WHAT IT MEANS IN GRAVENEY TRUST

Graveney Trust is an Equal Opportunity Employer.

What does this mean?

It means:

- **that Graveney Trust is committed to ensuring that every employee is treated fairly: in day-to-day work, promotion and training.**
- **that every vacancy applicant is given an equal chance when they are considered for vacancies.**
- **that Graveney Trust aims for its workforce to reflect the diversity of the local community.**
- **that Graveney Trust aims to end discrimination in respect of different racial groups, gender, sexual orientation, gender re-assignment, pregnancy and maternity, age, religion or belief and people with disabilities.**

What action is being taken?

Graveney Trust is already doing a number of things to make equal opportunity a reality. They include:

- **monitoring the way vacancies are being advertised and filled by examining procedures regularly to make sure that people are selected, promoted and treated on their individual merits and abilities. Recognising equal pay and work of equal value.**
- **standardising recruitment procedures across all departments.**
- **Introducing and running training courses in skills and personal development to improve opportunities and to help managers and employees to gain skills and knowledge to be able to effectively meet the needs of the community.**
- **running courses for managers and staff on cultural awareness, equality and diversity.**
- **developing a programme of action with regard to the Equality Act 2010**
- **offering vacancy share, term-time employment and flexible hours of working where appropriate.**
- **making Graveney Trust's workplaces more accessible for people with disabilities.**
- **reviewing existing policies and procedures to meet with new legislation.**
 - **interviewing all applicants with a disability who meet the minimum criteria and considering them on their abilities;**
 - **making every effort when employees become disabled to make sure they stay in employment;**
 - **putting mechanisms in place to discuss with employees with a disability how to develop and use their abilities;**
 - **making disability awareness training available to all employees;**
 - **reviewing commitments annually to progress future plans.**

Safeguarding

Introduction

Graveney Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. This also applies to contractors, agencies and organisations that might not work with children, young people and vulnerable adults directly but, could come into contact through their daily duties.

Recruitment and Selection Checks

Our selection process is based on good practice in selecting the best candidate for the vacancy; ensuring equality of opportunity for all applicants whilst deterring and rejecting those who may be unsuitable to work with Graveney Trust.

It is expected that candidates should be aware and understand their duties and responsibilities in relation to child protection and safeguarding children, young people and vulnerable adults as it applies to the duties and responsibilities of the post applied for. All employees of Graveney Trust must ensure their line manager is made aware and kept fully informed of any concerns they may have in relation to safeguarding/protecting vulnerable groups.

All volunteers and casual and temporary appointments are subject to the same pre-employment checks as those made for permanent positions. These checks include:

- Your identity will be confirmed by sight of original, official documents such as a Birth Certificate, Passport etc in line with the Asylum and Immigration Act 1996. In all cases a photographic identity document will be required.
- Original documents relating to all the qualifications you have listed on your application form must be supplied.
- Your education and employment history will be thoroughly examined and clarification will be sought where there are gaps and other discrepancies arising from information provided either, by you as the candidate or, your referee.
- References will be used to check dates of employment and your relevant experience. A minimum of two employment references will be taken up and, for some appointments, we may wish to take up references beforehand. However, if you write "NO" in section 10 of the application form, we will not do so without your permission and informing you beforehand. You must not give the names of friends or relatives as referees.
- The identity of referees and information relating to disclosures will be verified.
- All shortlisted candidates are required to provide details of any relevant unspent convictions. However, under the "Rehabilitation of Offenders Exemption Order" all "Spent" convictions must be disclosed for certain posts. Further guidance will be provided as appropriate.
- All posts will be subject to an Enhanced Disclosure and Barring Service (DBS) check.

Please note that it is an offence to apply, offer or accept to do any work with children (paid or unpaid) if disqualified from working with children.

Applicants will be challenged where inconsistencies exist. **All offers of employment are conditional and subject to receipt of satisfactory DBS Check, references and health clearances**

TERMS AND CONDITIONS – NON-TEACHING STAFF

We hope the information below will answer some of the many questions you may have about your terms and conditions of employment with us. If you require any further details, please contact the HR Department.

SALARY

Salaries are paid monthly, through BACS on the 26th of each Month or the preceding working day where this date falls on a weekend or public holiday.

HOURS

The normal working week for full time non-teaching staff is 36 hours per week, for Graveney Trust appointments. A typical working week is 8.30 to 5 pm Monday 8.30 – 4.30 Tuesday to Friday. This includes a minimum lunch break of thirty minutes per day. Any other breaks, taken must be excluded from your contracted hours.

Where the above differs, the vacancy will be advertised with the specific working hours/pattern. These hours can be subject to variation according to the requirements of Graveney Trust and its individual schools. Individual working arrangements will be agreed before the commencement of employment or at the point of offering an appointment.

We do not operate a flexitime scheme and your contractual working hours are fixed, unless a change of daily hours is agreed with your line manager and Head of Management Services.

ANNUAL LEAVE

The full-time annual leave entitlement is based on spine points as follows:

Spinal Column	Less than 5 years Local Government Service (including statutory days)	More than 5 years Local Government Service (including statutory days)
Apprentice – SP3	24	27
4 – 10	26	29
12 – 20	29	31
23 and above	31	33

Employees working All Year Round [AYR] will be required to take up to four days of their leave allowance during the Christmas/New Year closure of the school premises, these dates will be notified annually. Leave entitlement is calculated on a pro-rata basis for staff on part-time or term time contracts and is included in the basic pay – therefore there is no entitlement to take leave. The leave year runs from 1st September to 31st August.

PENSION

In accordance with statutory requirements you will automatically be enrolled into an appropriate pension scheme on commencement of employment with Graveney Trust. Further information can be obtained from www.wandsworth.uk/pensions and www.lgps.org.uk

PROBATION

New appointments with Graveney Trust are subject to a probationary period of six months (term time) and are subject to Graveney Trust's Probation Procedures. Appointees will be sent full probationary procedures with their contract pack.

SICK PAY AND ATTENDANCE

For absence due to sickness, including injury or disability, you will be paid in accordance with the relevant Sickness Scheme.

NOTICE PERIODS

The minimum notice period is **one complete half term's**. This means that resignation **letters must be submitted by the last working day which precedes the half term break**. Please note that the last day for submitting resignations will vary during each academic year.

You will be entitled to receive a minimum of one complete half term's notice from Graveney Trust or one week's notice for each year of your continuous employment, up to a maximum of twelve weeks, whichever is the greater, if the employment is terminated by the Trust, except in cases of dismissal on grounds of misconduct.

REHABILITATION OF OFFENDERS ACT 1974

The Act states that after a suitable period of time (called the rehabilitation period) has passed, you may treat a conviction as if it never happened. These are called "spent" convictions. Appendix A lays out the time periods that apply for different offences and specifies some convictions which can never be regarded as "spent".

Certain criminal convictions may be relevant to the vacancy you are applying to do for the Trust. For this reason, it is important that the Trust is aware of any convictions which may affect your work; subject to the over-riding provision of the Rehabilitation of Offenders Act.

If you are short listed for interview you will be asked to declare all relevant unspent convictions. Appendix B lists offences and the groups of staff to whom they apply. In addition, you should note that posts working with children and/or vulnerable adults are subject to the requirements of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 which means that you **must declare all convictions whether spent or unspent**. Your attention is drawn to the final paragraph of the vacancy application form. In particular the sentence: "Providing any misleading or false information to support your application will disqualify you from appointment or, if appointed will render you liable to dismissal without notice".

DISCLOSURE AND BARRING [DBS] CHECKS

In accordance with the Trust's legal obligations you are required to complete a DBS check. A copy of the DBS Code of Practice can be viewed at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

POLITICALLY RESTRICTED POSTS

Some posts are politically restricted, which means that the individuals holding those posts cannot have any active political role. Politically restricted employees are prohibited from:

- standing for office as local councillors, MPs, MEPs, Members of the Welsh Assembly or Members of the Scottish Parliament
- canvassing on behalf of a political party or a person who is, or seeks to be, a candidate
- speaking to the public at large or publishing any written or artistic work that could give the impression that they are advocating support for a political party

The terms and conditions of employment will include a statement as to whether or not the post is politically restricted.

Other posts where the Trust decides that the duties are "politically sensitive" in that they involve either of the following:

- (i) giving advice on a regular basis to the Trust itself, to any committee or sub-committee of the Trust or to any joint committee on which the Trust is represented;
- (ii) Speaking on behalf of the Trust on a regular basis to journalists or broadcasters.

SMOKING

In accordance with legislative requirements Graveney Trust has a policy of 'No Smoking'. Smoking is therefore not permitted on campus or any grounds, premises or property. This includes the confines of any buildings or entrances, car parks and toilets or vehicles parked on Graveney Trust's premises or the local proximity of its campus.

CAREER DEVELOPMENT

We have a commitment to providing the best opportunities to all students and to developing the professional skills and career opportunities of our staff, within a supportive and collaborative environment. A variety of training courses are available including those provided via the INSED programme. Assistance may also be available to you to undertake a professional qualification if this is relevant to your post.

INTERVIEW EXPENSES

Interview expenses may be paid in certain cases and subject to prior approval. Where expenses are agreed, this will be reimbursed at public transport rates. (receipts must be produced).

Expenses will not be paid where a candidate withdraws his/her application or declines an offer of appointment. Payments will be made by cheque or BACS.

Please note that these general details do not set out the terms and conditions of any contract of employment you may be offered and are not binding. If you are offered employment you will be given an official statement of particulars stating the your terms and conditions of employment

TERMS AND CONDITIONS - TEACHERS

Thank you for the interest you have shown in working for Graveney Trust. Below is information about your terms and conditions of employment with us. If you require any further details, please contact the HR Department.

SALARY

Salaries are paid monthly, through BACS on the 26th of each Month or the preceding working day where this date falls on a weekend or public holiday.

WORKING TIME

Arrangements are detailed in the Teachers' Pay and Conditions Document and regard must be given to the desirability of allowing individuals to achieve a work/life balance.

In summary a full time teacher must be available for work on 195 days/1265 hours, as directed, in any academic year. Teachers are required to work reasonable additional hours in order to fulfil professional duties. These provisions do not apply to Headteachers, Deputy Headteachers, Assistant Headteachers, Lead Practitioners and Fast Track Teachers whose working time is not defined.

PENSION

In accordance with statutory requirements you will automatically be enrolled into an appropriate pension scheme on commencement of employment with Graveney Trust. If you require any further information this can be found on the following link <https://www.teacherspensions.co.uk>

NOTICE PERIODS

All teaching staff appointed will be required to give one full term's notice and will be entitled to receive **one full term's notice** if the employment is terminated by the Trust, except in cases of dismissal on grounds of misconduct.

SICK PAY AND ATTENDANCE

For absence due to sickness, including injury or disability, you will be paid in accordance with the relevant Sickness Scheme.

REHABILITATION OF OFFENDERS ACT 1974

The Act states that after a suitable period of time (called the rehabilitation period) has passed, you may treat a conviction as if it never happened. These are called "spent" convictions. Appendix A lays out the time periods that apply for different offences and specifies some convictions which can never be regarded as "spent".

Certain criminal convictions may be relevant to the vacancy you are applying to do for the Trust. For this reason, it is important that the Trust is aware of any convictions which may affect your work; subject to the over-riding provisions of the Rehabilitation of Offenders Act.

If you are short listed for interview you will be asked to declare all relevant unspent convictions. Appendix B lists offences and the groups of staff to whom they apply. In addition, you should note that posts working with children and/or vulnerable adults are subject to the requirements of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 which means that you must declare all convictions whether spent or unspent. Your attention is drawn to the final paragraph of the vacancy application form. In particular the sentence: "Providing any misleading or false information to support your application... will disqualify you from appointment or, if appointed will render you liable to dismissal without notice".

DISCLOSURE AND BARRING [DBS] CHECKS

In accordance with the Trust's obligations you are required to complete a DBS disclosure check. A copy of the DBS's Code of Practice can be viewed at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

SMOKING

In accordance with legislative requirements Graveney Trust has a policy of 'No Smoking'. Smoking is therefore not permitted on campus or any grounds, premises or property. This includes the confines of any buildings or entrances, car parks and toilets or vehicles parked on Graveney Trust's premises or the local proximity of its campus.

CAREER DEVELOPMENT

We have a commitment to providing the best opportunities to all students and to developing the professional skills and career opportunities of our staff, within a supportive and collaborative environment. A variety of training courses are available including those provided via the INSED programme. Assistance may also be available to you to undertake a professional qualification if this is relevant to your post.

There is a full supportive and mentoring training programme for Newly Qualified Teachers [NQTs]

INTERVIEW EXPENSES

Interview expenses may be paid in certain cases and subject to prior approval. Where expenses are agreed, this will be reimbursed at public transport rates. (receipts must be produced).

Expenses will not be paid where a candidate withdraws his/her application or declines an offer of appointment. Payments will be made by cheque or BACS.

Please note that these general details do not set out the terms and conditions of any contract of employment you may be offered and are not binding. If you are offered employment you will be given an official statement of particulars stating the your terms and conditions of employment

Information for vacancy applicants

Immigration, Asylum and Nationality Act 2006

The Immigration, Asylum and Nationality Act 2006 builds on the provisions of the Asylum and Immigration Act 1996, and is intended to ensure that only those people legally entitled to live and work in the UK are offered employment. Sections 15-25 of the 2006 Act set out the law on the prevention of illegal migrant working.

Responsibility of Employers

Under changes to the law on 29 February 2008, we have revised our arrangements whereby the immigration status of all successful applicants will be checked and copies made. Under the changes potential employees will be asked to provide:

- **one** of the original documents alone, or **two** of the original documents in the **specified combinations** given in **List A**; or
- **one** of the original documents alone, or **two** of the original documents in the **specified combinations** given in **List B**

Additionally,

- (a) nationals from Bulgaria and Romania (A2 countries) will be required to produce a worker authorisation document; and
- (b) nationals from Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia (A8 countries) will be required to register with the Border and Immigration Agency within 30 days of commencing employment.

List A

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland.
4. A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.
5. A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.

7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).
8. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).
9. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).
10. A birth certificate issued in the Channel Islands, the Isle of Man, or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).
11. An adoption certificate issued in the Channel Islands, the Isle of Man, or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).
12. A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).
13. A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).

Information for vacancy applicants Immigration, Asylum and Nationality Act 2006

List B

1. A passport or other travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, provided that it does not require the issue of a work permit.
2. A Biometric Immigration Document, issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
3. A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency, **when produced in combination with** either a passport or another travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office or the Border and Immigration Agency to the holder, or the employer or prospective employer confirming the same.
4. A certificate of application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of a European Economic Area country or Switzerland, stating that the holder is permitted to take employment, which is less than 6 months old, **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service.
5. A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of a European Economic Area country or Switzerland.

6. An Application Registration Card (ARC) issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service.
7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).
8. A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card)

IS THIS RELEVANT GIVEN THAT OUR OCCUPATION IS COVERED UNDER THE REHABILITATION OF OFFENDERS EXCEPTIONS LIST]?

www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

**APPENDIX A
REHABILITATION OF OFFENDERS ACT 1974**

REHABILITATION PERIOD

Rehabilitation periods vary depending on the type and length of conviction originally incurred. Rehabilitation periods run from the date of sentencing.

	Sentence	Rehabilitation Period
1	Imprisonment for corrective training for more than six but less than thirty months	10 years
2	Cashiering, discharge with ignominy or dismissal with disgrace from H.M.'s Service	10 years
3	Imprisonment for six months or less	7 years
4	Dismissal from H.M.'s Service	7 years
5	Detention in respect of conviction in Service disciplinary proceedings	5 years
6	Fine or other sentence (not exceeding 2½ years' imprisonment) for which the Act does not provide a different rehabilitation period	5 years

The rehabilitation periods given above may be reduced by half for a person under 18 at the time the sentence was passed.

Where a person is convicted as a young offender, certain other sentences may be passed:

	Sentence	Rehabilitation Period
1	Borstal Training	7 years
2	Detention for more than six but less than thirty months passed under s53 of the Children and Young Persons Act 1933 or s57 of the Children and Young Persons Act 1937	5 years
3	Detention for six months or less under either of those provisions	3 years
4	Order for detention centre made under s4 of the Criminal Justice Act 1961 under s7 of the Criminal Justice (Scotland) Act 1963	3 years

There are various other rehabilitation periods as follows:

	Sentence	Rehabilitation Period
1	Absolute Discharge	6 months
2	Probation; conditional discharge or binding over; fit person orders; supervision orders or care orders under the Children and Young Persons Acts	Until order expires (1 year minimum)
3	Remand home orders, approved Trust orders and attendance centre orders.	1 year after order expires
4	Hospital orders under the Mental Health Acts	2 years after order expires (minimum 5 years from date of conviction)

Suspended Sentences

All suspended sentences are treated for the purposes of rehabilitation periods as if they had been put into effect.

Convictions which cannot be spent

A conviction cannot be spent under the Act if it incurred a sentence of more than 2½ years in prison or was a life sentence, preventative detention or their equivalent for young offenders.

APPENDIX B SCHEDULE OF RELEVANT CONVICTIONS

Conviction	Staff Group
1 Dangerous, reckless, careless driving. Drink driving offences.	Employees required to drive a vehicle (including all essential car users) or to operate mobile machinery and plant.
2 Theft, fraud, dishonesty offences.	All employees responsible for handling money, certifying officers and those in position to alter financial records.
3 Actual, grievous bodily harm; other offences involving violence	Employees whose duties involve direct contact with children, old people or vulnerable clients or members of the public.
4 Sexual misconduct. Abuse of drugs or alcohol.	Employees whose duties involve direct contact with children, old people or vulnerable clients or members of the public.
5 All offences involving a prison sentence of 3 months or more.	All employees.