Bledington Primary School

Recruitment of Ex-Offenders Policy

Date of Ratification: **08.07.26**	***Written 30.06.26***	**Signed:** **CO HEADTEACHERS** 

Safeguarding Statement

At Bledington Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Bledington Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Recruitment of Ex-Offenders Policy

1. Purpose

The school is committed to treating all applicants fairly and does not discriminate against anyone because of a criminal record. Having a criminal conviction does not automatically prevent someone from working or volunteering in the school.

This policy applies to all employees, volunteers and governors.

Recruitment decisions will always consider whether any criminal record information is relevant to the role and the safety and wellbeing of children.

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2. DBS Checks

All successful applicants will be required to complete a Disclosure and Barring Service (DBS) check before employment or voluntary work can commence.

An Enhanced DBS check may include:

- Spent and unspent convictions
- Cautions, reprimands and warnings
- Relevant information held by local police forces

Any DBS disclosure or self-declaration containing information about criminal convictions, cautions or other relevant information will be referred to the Gloucestershire County Council (GCC) DBS Panel for review.

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3. Making Recruitment Decisions

When considering information disclosed through a DBS check, the GCC DBS Panel will consider:

- Whether the offence is relevant to the role
- The seriousness of the offence
- How long ago the offence occurred
- Whether there is a pattern of offending behaviour
- Changes in the applicant's circumstances since the offence
- The circumstances surrounding the offence and any explanation provided

Where appropriate, applicants will be given the opportunity to discuss any disclosure before a final decision is made.

4. Offences That Are Likely to Prevent Employment

Certain offences are incompatible with working in a school and would normally prevent employment. These include serious sexual offences such as:

- Rape
- Incest
- Unlawful sexual intercourse
- Indecent assault
- Gross indecency
- Taking or distributing indecent images

Other offences that are unlikely to result in employment include:

- Violence towards children or young people
- Inappropriate or sexual relationships with pupils
- Sexual offences against adults
- Serious violent offences
- Drug trafficking or serious drug-related offences
- Theft of school property or funds
- Dishonesty relating to employment, including false qualifications or failure to disclose relevant convictions
- Convictions resulting in a prison sentence of more than 12 months
- Repeated misconduct or multiple convictions

Each case will be considered individually.

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5. Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act 1974 allows some convictions to become "spent" after a specified period if no further offences are committed.

However, all school-based posts are exempt from the Act because they involve working with children.

This means that applicants for school-based roles must disclose relevant criminal convictions and cautions as required for DBS checks.

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6. Protected Convictions and Cautions

The law recognises some older convictions and cautions as "protected".

Protected convictions and cautions:

- Do not usually appear on DBS certificates
- Do not need to be disclosed
- Cannot legally be used to refuse employment

A conviction may be protected if:

- It is not for a serious listed offence
- No custodial sentence was imposed
- The individual has no other convictions
- Sufficient time has passed since the conviction

A caution may be protected if:

- It is not for a listed offence
- The required qualifying period has passed

The school will not ask applicants to disclose protected convictions or cautions.

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7. During the Interview Process

Interview panels will:

- Treat all candidates fairly and without prejudice
- Focus on the candidate's suitability, skills and experience
- Discuss disclosed convictions openly and sensitively where relevant
- Keep all information confidential

If a candidate discloses a criminal record, an open discussion may take place to understand:

- The nature of the offence
- The circumstances surrounding it
- Evidence of rehabilitation
- Any potential risks in relation to the role

Failure to disclose relevant information may result in the withdrawal of an offer of employment.

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8. Risk Assessment

Where criminal record information is disclosed, the school will complete a risk assessment.

The assessment will consider:

- The duties and responsibilities of the role
- The safeguarding requirements of the post
- Any legal restrictions on employment
- The seriousness and relevance of the offence
- The likelihood of reoffending
- The impact on pupils, staff and the wider school community
- Evidence of rehabilitation and positive behaviour since the offence

The school may also consider:

- Levels of supervision required
- Existing safeguarding measures
- Additional support, training or monitoring arrangements
- Workplace procedures that reduce potential risks

Each case will be assessed individually, fairly and proportionately.

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9. Confidentiality

All information relating to criminal convictions, cautions or DBS disclosures will be handled sensitively and in strict confidence.

Information will only be shared with those who need it as part of the recruitment and safeguarding process.

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10. Related Policies

This policy should be read alongside the following school policies:

- Child Protection and Safeguarding Policy
- Recruitment Policy
- Staff Code of Conduct
- Whistleblowing Policy

Review The school will review this policy regularly to ensure compliance with safeguarding and employment legislation and to promote fair and safe recruitment practices.

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