



DBS Ex-Offender Policy and Disclosure Guidance

Allerton Grange School



DISCLOSURE BARRING SERVICE: DISCLOSURE STATEMENT

Allerton Grange Policy Statement on the recruitment of ex-offenders

It is a legal requirement that all registered bodies and prospective employers must treat DBS applicants who have a criminal record fairly and not discriminate because of a conviction or other information revealed. Registered Bodies and employers who are Regulated Activity Providers (including schools) are obliged to have a written statement/policy on the recruitment of offenders, which is available to DBS applicants at the outset of the recruitment process.

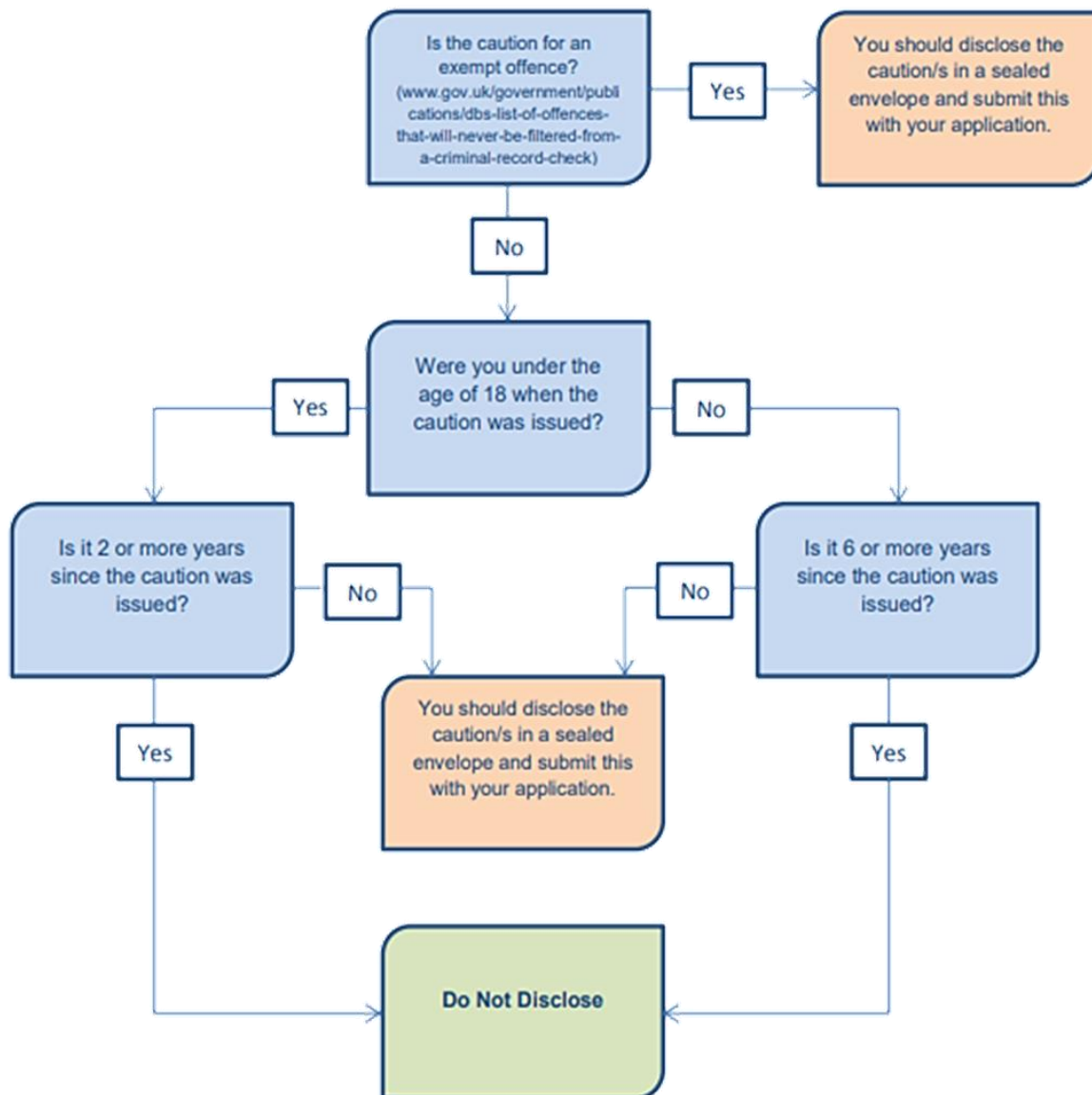
- Allerton Grange is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- Allerton Grange School actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes 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.
- As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Allerton Grange must fully comply with this Code of Practice and treat all applicants for positions fairly. There will be no unfair discrimination against any subject of a Disclosure on the basis of conviction or other information revealed.
- As a Regulated Activity Provider (RAP) all employees of Allerton Grange School are in regulated activity and therefore subject to checks with the DBS. 6. In relation to volunteers and contractors, we only request a DBS check after a review of the risks involved. For those positions where a DBS is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS will be requested in the event of the individual being offered the position.
- Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process, except for certain spent convictions and cautions which are 'protected' so not subject to disclosure to employers and that cannot be taken into account. We request that this information not subject to this filtering is sent under separate, confidential cover, addressed to the HR Director within Allerton Grange. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process. Disclosed information will only be considered for shortlisted candidates. Disclosures for applicants that are not shortlisted will be confidentially destroyed and will not be considered during the recruitment process.
- Unless the nature of the position allows Allerton Grange to ask questions about your entire criminal record, except for certain spent convictions and cautions which are 'protected' so not subject to disclosure to employers and that cannot be taken into account, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

- We encourage all applicants called for interview to provide details of any criminal record history that is not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013) at an early stage in the application process. Please see the information provided in the guidance documents; Applying for a Job at Allerton Grange School application pack and application form, for details of what should and should not be disclosed.
- We ensure that everyone in our school who are involved in the recruitment process has been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and know how to access advice and support e.g. from our Registered Body.
- At interview, or on a separate occasion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that may 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. We undertake to discuss any matter revealed in a DBS check with the person seeking the position before considering withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by our HR Director, or another trained member of our Senior Leadership Team or Registered Body.
- A summary of this written policy on the recruitment of ex-offenders is made available to all DBS applicants at the outset of the recruitment process, by inclusion in the information pack for applicants and being visible on our website.
- **Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.



Flow Chart for Disclosure of a Conviction and/or Caution

Disclosure of a Caution
(this includes reprimands and final warnings)



Disclosure of a Conviction

