



## EMPLOYMENT OF EX-OFFENDERS POLICY

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## Employment of Ex-offenders Policy

### I. Policy Statement

It is a legal requirement that all educational establishments treat individuals who possess a criminal record fairly and do not discriminate due to a conviction or other related information revealed. Lighthouse School will ensure that all potential job applicants can access this policy on the recruitment section of the school website and receive a copy where short-listed for a vacancy.

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The individual's age at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s), and the explanation(s) provided.
- Whether an individual's circumstances have changed since the offending behaviour.

### 2. Roles and responsibilities

The Governing Body of the school will ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements, and will monitor the school's compliance.

The Principal and other Managers involved in recruitment will ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and updated to reflect any changes to legislation and statutory guidance.

### 3. Purpose of the Policy

To ensure the recruitment of all staff is conducted in a fair manner, and in order to achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all

applicants.

#### **4. Aims and Objectives**

To ensure a consistent and equitable approach to the appointment of all school staff in order to safeguard the welfare of children and young people, and that all relevant equal opportunities legislation is adhered to, appointees are not discriminated against on the grounds of race, nationality, ethnic or national origin, gender, gender reassignment, religion or belief, age, disability, marital or civil partner status, pregnancy or maternity or sexual orientation.

#### **4. Principles**

- 4.1 Lighthouse School complies fully with the Code of Practice for processing DBS checks to assess an individual's suitability for positions of trust with the school. The school is aware of and complies with the Equality Act, in particular the 9 protected characteristics within the act, therefore regardless of age, race, gender reassignment, religion or belief, sexual orientation, marital or civil partner status, disability, pregnancy and maternity, membership of the Traveller community.
- 4.2 The 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. Candidates are selected for interview based on their skills, knowledge and experience.
- 4.3 All paid employees of Lighthouse School are in regulated activity and are therefore required to make a DBS application.
- 4.4 Volunteers are risk assessed thoroughly in order to determine whether a DBS application is appropriate for the position concerned.
- 4.5 Application forms, job advertisements and recruitment documents contain a statement to inform prospective applicants that a DBS check will be requested in the event of an individual being offered a role at the school.
- 4.6 Lighthouse School encourages all applicants invited 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 and 2020) at an early stage in the application process. Amendments to the Exceptions Order provide for certain spent convictions and cautions to be protected, and these cannot be taken into account as they are not subject to disclosure. Please see the information provided at:

<https://hub.unlock.org.uk/knowledgebase/filtering-cautions-convictions/> and at:

<http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf> for further details prior to any self-disclosure.

4.7 We request that any self-disclosure be handed in a separate sealed envelope marked 'strictly personal' for the attention HR when shortlisted for a role. We guarantee this information will only be seen by those who need to view it during the selection process. Self-disclosures will only be considered for candidates appointed. For those who are not appointed their disclosures will be confidentially destroyed. The HR Department staff have been suitably trained to identify and assess the relevance of offences and circumstances of these under the relevant legislation for the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020).

4.8 An open and measured discussion will take place regarding any offences or other related matters relevant to the role. Failure to reveal such information could lead to withdrawal of an offer of employment, and where an individual has already commenced employment at the school, this may lead to termination of employment.

4.9 DBS applicants are advised to read the Code of Practice at:

[www.gov.uk/government/publications/dbs-code-of-practice](http://www.gov.uk/government/publications/dbs-code-of-practice)

2.10 We undertake to discuss any matter revealed in a DBS certificate with the individual prior to giving due consideration to withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment will be undertaken by a trained member of the school's Executive Leadership Team.