

## Employing people with criminal convictions Policy

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### 1. Introduction and Policy Statement

- 1.1 As an equal opportunities employer, The Short Stay School for Norfolk undertakes to treat all applicants for positions fairly and equitably. The importance of equality of opportunity for all is recognised, as are the benefits of having diversity of talent, skills and potential. As such, the school/academy welcomes applications from as wide a range of applicants as possible, including those with criminal records.
- 1.2 The Short Stay School for Norfolk is committed to the fair treatment of its employees, potential employees and users of its services, regardless of age, gender, ethnicity, sexual orientation, disability, faith or religion, gender identity, pregnancy or marital status responsibilities for dependants, age or offending background.
- 1.3 The Short Stay School for Norfolk uses the services of the Disclosure and Barring Service (DBS) Disclosure service to assist in assessment of applicants' suitability for positions of trust. In so doing it undertakes not to discriminate without justification against any subject of a Disclosure on the basis of conviction or other information revealed through the Disclosure process.

### 2. Commitment

- 2.1 All candidates will be selected for interview on the basis of their skills, qualifications and experience in relation to the requirements of the job.
- 2.2 Most positions at The Short Stay School for Norfolk will require a DBS check. If this is the case it will be made clear in the recruitment literature. It follows that offers of employment to such positions will be conditional upon further assessment of the relevance of any conviction/s to the job in question before being confirmed.
- 2.3 All applicants are encouraged to provide details of a criminal record at an early stage in the application process. It is requested that this be sent under separate cover to the recruiting officer who will use this information only for assessment of suitability for the position being applied for.
- 2.4 Applicants are asked to declare all 'unspent' convictions unless the nature of the position being applied for is exempt as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001 and it is a requirement that an entire

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criminal record (including spent convictions) is declared. This will be made clear in the recruitment literature.

- 2.5 Appropriate guidance on identifying and assessing the relevance of the content of criminal records is provided to those involved in the recruitment process.
- 2.6 The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Please refer to the guidance and criteria on the filtering of these cautions and convictions which can be found under weblinks in the Disclosure and Barring section of Schools' PeopleNet.
- 2.7 Where applicable, applicants will be given the opportunity at interview to discuss the subject of any declared offences or other matter and their relativity to the position being sought.
- 2.8 Failure to reveal information that is relevant to the position sought will lead to the immediate withdrawal of any offer of employment.
- 2.9 For positions where a Disclosure will be required, applicants are made aware that The Short Stay School for Norfolk has a DBS checks policy which includes security and storage information for dealing with disclosures and disclosure information which meets the standards of the DBS Code of Practice and that copies are available on request. Refer to our Disclosure and Barring Service (DBS) checks policy.
- 2.10 Any information revealed in a Disclosure, which gives cause for concern to the school, will be discussed with the individual before any conditional offer of employment already made is withdrawn.

### 3. Employment of persons with criminal records

- 3.1 All individuals are assured that the presence of a criminal record will not necessarily exclude them from employment with the school. Any criminal background will be assessed by reference to the circumstances and nature of offences and how these relate to the nature of the position.