



Recruitment of Ex-Offenders Policy

Langley School

Stephanie Parkes
September 2024

Introduction

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Langley School complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly
- Langley School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- Langley School can only ask an individual to provide details of convictions and cautions that Langley School are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- Langley School can only ask an individual about convictions and cautions that are not protected
- Langley School 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
- Langley School has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- Langley School actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records
- Langley School select all candidates for interview based on their skills, qualifications and experience
- an application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
- Langley School ensures that all those in Langley School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- Langley School also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- at interview, or in a separate discussion, Langley School ensures that an open and measured discussion takes place on the subject of any offences or other matter that might 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
- Langley School makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request
- Langley School may withdraw a conditional offer of employment subject to DBS checks.

Monitoring arrangements

This policy will be reviewed annually by the School Business Manager. At every review, it will be approved by Recruitment of Ex-offenders Policy the Governing Board.

Links with other policies

This policy links to the following policies and procedures:

- Safeguarding Policy
- Safer Recruitment Policy

Reviewed

Stephanie Parkes – September 2024

Review Date: September 2025