

# Park Hill Primary School

## Rehabilitation of Ex-Offenders Policy



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Policy Availability	Available on request
Written By	SIPS Education
Related Document(s)	Glossary of Acronyms (available on school website)

### Policy Version Control

Date of Change	Details of Change

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## **Our Approach**

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), Park Hill Primary School undertakes to treat all applicants for positions fairly.

Park Hill Primary School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

## **Key Personnel in Relation to this Policy**

<b>Name</b>	<b>Role(s)</b>
Mrs L. Lohan	Chair of Governors
Mrs C. Logan	Head Teacher Designated Safeguarding Lead
Mrs J. Ffrench	School Business Manager
Sandwell LA	HR Provider

## **Disclosure and Barring Service (DBS) Checks**

Park Hill Primary School can only ask an individual to provide details of any relevant convictions, adult cautions or other matters that may affect their suitability to work with children that Park Hill Primary School is 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*).

As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers and Park Hill Primary School will not take these offences into account.

Park Hill Primary School will only ask an individual about convictions and cautions that are not protected.

All applicants, employees, governors, volunteers and contractors are advised that if they are unsure whether they need to disclose criminal information, they should seek legal advice or may wish to contact 'Nacro' or 'Unlock' for impartial advice. There is also further information on filtering and protected offences on the Ministry of Justice website.

**Nacro** – <https://www.nacro.org.uk/criminal-record-support-service>

or email [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) or call 03001231999

**Unlock** – <http://hubunlock.org.uk/contact/>

or call 01634 247350 text 07824 113848

In the event that an individual discloses information that they did not need to on their self-disclosure form, the form will be destroyed and the individual will be advised to complete a further form, ensuring they seek impartial advice prior to submitting the form.

Park Hill Primary 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. This policy is made available to all DBS applicants at the start of the recruitment process.

Park Hill Primary 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

Park Hill Primary School selects all candidates for interview based on their skills, qualifications and experience and only ask for information about criminal convictions if an applicant is successfully shortlisted.

An application for a criminal record check is only submitted to DBS if analysis of the role 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 job adverts and job descriptions will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

### **Convictions**

If an applicant declares a conviction as part of their recruitment process, then a measured discussion will take place on the subject of any offences or other matter that might be relevant to the position. A risk assessment will then be completed. This discussion will typically involve a HR Consultant and the Head Teacher.

Upon completion, the risk assessment will be retained on the individual's personnel file. Please refer to Park Hill Primary School's Privacy Notice and Policy on Storage and Handling DBS Certificate Information for further information.

Park Hill Primary School undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Park Hill Primary School makes every subject of a criminal record check submitted to DBS aware of the existence of this policy and makes a copy available on request.