

Policy on the recruitment of ex-offenders

Iveshead School has a commitment to safeguard and promote the welfare of children and young people. We work in accordance with safer recruitment practices and have robust processes and procedures in place to reduce the risk and continuously promote a positive culture of safeguarding amongst our workforce.

We actively promote 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. We select all candidates for an interview based on their skills, qualifications and experience. Iveshead will take criminal records into account for recruitment purposes where the conviction is relevant to the post.

Having a criminal record will not necessarily bar you from working with us.

This will depend upon the nature and the circumstances and the background of your offences.

This policy applies to all relevant posts: employees, agency workers, consultants and volunteers.

- As an organisation assessing applicant's 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), Iveshead School complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly
- Iveshead School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- Iveshead can only ask an individual to provide details of convictions and cautions that we 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)
- Iveshead can only ask an individual about convictions and cautions that are not protected
- Iveshead 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
- Iveshead 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
- Iveshead select all candidates for interview based on their skills, qualifications and experience
- 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

- Iveshead ensures that all those in the School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- Iveshead 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, Iveshead ensures that an open and measured discussion takes place on the subject of any offences or other matters 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
- Iveshead 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
- Iveshead undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.