



# BROMSGROVE SCHOOL

## DBS: POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

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## **BROMSGROVE SCHOOL**

### **DBS: POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS**

Bromsgrove School as an organisation using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, aims to fully comply with the DBS Code of Practice (<https://www.gov.uk/government/publications/dbs-code-of-practice>) and undertake to treat all applicants who apply for positions fairly or discriminate unfairly against anyone who is the subject of a Disclosure on the basis of conviction or other information revealed.

This policy will be made available to all DBS applicants at the outset of the recruitment process. We will also make sure that every subject of a DBS check is aware of the existence of the DBS Code of Practice and make a copy available on request.

As an organisation, we are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability, or offending background. We actively promote equality of opportunity for all to achieve the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview on the basis of their aptitude, skills, qualifications and experience in relation to the requirements of the post.

A DBS check is only requested when it is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, the recruitment information will contain a statement that a DBS check will be requested in the event of the individual being offered the position. We encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. This information will only be seen by those who need to see it as part of the recruitment process.

As a School we will ensure that all those who are involved in the recruitment process will have suitable guidance to enable them to identify and assess the relevance of the offence in relation to the position applied for. We will provide appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview or in a later separate discussion, we will ensure 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 applied for could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment. Please note that having a criminal record will not necessarily bar you from working with us. This will depend on the offence and the relevance of the offence in relation to the position applied for. The factors taken into account will include the responsibilities of the position, the vulnerability of those that you would come into contact with, the nature of the offence(s), the number and pattern of the offences (if there is more than one), how long ago the offence(s) occurred and the age of the offender when the offence(s) occurred.