St Albans High School for Girls

P16: HR and Employment (Related Document)

Recruitment of Ex-Offenders

As an organisation that uses the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, St Albans High School for Girls complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

As a school with children, we request a disclosure on all candidates to whom we offer employment. All application forms and job descriptions contain a statement that we will request a disclosure in the event of the individual being offered the position.

We ensure that everyone at St Albans High School for Girls who is involved in the recruitment process has been suitably trained to identify and assess the relevance and circumstances of offenses. We also ensure that those people have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, such as the Rehabilitation of Offenders Act 1974.

At interview, or in a separate conversation, we ensure that an open and measured discussion takes place on the subject of any offenses 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 us withdrawing an offer of employment.

Further information on the DBS is available at http://www.homeoffice.gov.uk/crime/vetting-barring-scheme/

We undertake to discuss any matter revealed in a disclosure with the person seeking the position before we withdraw a conditional offer of employment.

Having a criminal record will not necessarily bar an applicant from working with us. This will depend on the nature of the position and the circumstances and background of the offenses. We make this written policy on the recruitment of ex-offenders available to all disclosure applicants at the outset of the recruitment process.