

We want all staff and children to learn and work in a safe environment. This policy ensures our processes and procedures are compliant with Keeping Children Safe in Education and provides clarity on processes we will follow when employing.

Harewood Junior School is committed to equal opportunities and 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.

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), Harewood Junior School complies fully with the code of practice and has this written policy on the recruitment of ex-offenders; a copy of which can be given to applicants at the outset of the recruitment process.

Harewood Junior School undertakes to treat all applicants for positions fairly and not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

As a criminal record check is necessary for all positions in our school, 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. Offers of a position will always be made subject to the DBS check.

We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process, except for certain spent convictions and cautions which are 'protected' so not subject to disclosure to employers and that cannot be considered. We request that any information not subject to this filtering is sent under separate, confidential cover, to a designated person within HJS and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows us to ask questions about your entire criminal record, except for certain spent convictions and cautions which are 'protected' so not subject to disclosure to employers and that cannot be considered, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that those in HJS who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance 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, we 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 sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment. This policy will be reviewed by the governing body every three years, or earlier if considered necessary.