Yardleys School

WORKING TOGETHER FOR A BETTER FUTURE

RECRUITMENT OF EX-OFFENDERS POLICY

Adopted by Trustees:

Signed: ……

Date: ……

This policy is reviewed bi-annually by the Finance, Premises and Staffing Committee

Review date: ……

POLICY INFORMATION

Date of last review	September 2026	Review period	Two yearly
Date ratified by trustees	September 2026	Trustees' committee responsible	FPS
Policy owner	Gemma Webb	SLT member responsible	Gemma Webb
Date of next review	September 2028		

Reviews/revisions

Review date	Changes made	By whom
September 2026	None	Gemma Webb

Dates of linked staff training (if applicable)

Date	Course title	Led by

EQUALITY AND GDPR

All Yardleys' policies should be read in conjunction with our Equal Opportunities and GDPR policies.

Statement of principle – Equality

We will take all possible steps to ensure that this policy does not discriminate, either directly or indirectly against any individual or group of individuals. When compiling, monitoring and reviewing the policy we will consider the likely impact on the promotion of all aspects of equality as described in the Equality Act 2010.

Statement of principle – GDPR

Yardleys School recognises the serious issues that can occur as a consequence in failing to protect an individual adult's or child's personal and sensitive data. These include emotional distress, physical safety, child protection, loss of assets, fraud and other criminal acts.

Yardleys School is therefore committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act (DPA)/GDPR.

Statement of principle – Yardleys Way

Yardleys School treats everyone equally and we value everyone the same irrespective of age; disability; gender reassignment; marriage or civil partnership; pregnancy or maternity; race; religion or belief; sex; and sexual orientation.

Employment of Ex-Offenders

1. 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), Yardleys School complies fully with the code of practice (https://www.gov.uk/government/publications/dbs-code-practice) and undertakes to treat all applicants for positions fairly.

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

3. Yardleys School can only ask an individual to provide details of convictions and cautions that the 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).

4. Yardleys School can only ask an individual about convictions and cautions that are not protected.

5. Yardleys 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.

6. Yardleys School has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.

7. Yardleys School 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.

8. Yardleys School select all candidates for interview based on their skills, qualifications and experience.

9. An application for a criminal record check is only submitted to DBS after a thorough risk assessment 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 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.

10. Yardleys School 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.

11. Yardleys School 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.

12. At interview, or in a separate discussion, Yardleys School ensures 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.

13. Yardleys School 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.

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