



# Pocklington School Foundation

## Policy Statement: Recruitment of Ex-Offenders

Policy Contact	S Conroy, HR Manager		
Last Reviewed	September 2024	Next Review Due	September 2025



## POCKLINGTON SCHOOL FOUNDATION

### Policy Statement: Recruitment of Ex-Offenders

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Pocklington School Foundation complies fully with the Code of practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Pocklington School Foundation 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 dependents, age, physical/mental disability, marital status or offending background.

We have this written policy on the recruitment of ex-offenders, which is made available to all applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with 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 based on their skills, qualifications and experience.

A thorough assessment of all the employment opportunities available at Pocklington School Foundation has indicated that a disclosure application is both proportionate and relevant to the position concerned for all new Governors, staff and most volunteers, and at the Enhanced Level. Where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. The relevant declaration section on the application form must be completed, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Most roles within the Foundation will be of such a nature that we are required to ask you questions about unspent **and** spent convictions (as defined in the Rehabilitation of Offenders Act 1974), but not those that would be filtered or protected. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website [www.gov.uk/dbs](http://www.gov.uk/dbs).

We ensure that all those in Pocklington School Foundation 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 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, 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.

**Having a criminal record will not necessarily bar you from working with us.** This will depend upon the nature of the position and the circumstances and background of your offences. We employ a risk-assessment based methodology.