



## Policy Statement on the Recruitment of Ex-Offenders

### Policy Statement

- Queensgate Foundation Primary 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
- We actively promote 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. We select candidates for interview based on their skills, qualifications and experience
- Queensgate Foundation Primary School complies fully with the Criminal Records Bureau Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed
- A Disclosure is requested after a risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, application details will contain a statement that a Disclosure will be requested in the event of the individual being offered the position
- Where a Disclosure forms 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. We confirm that this information is only seen by those who need to see it as part of the recruitment process
- We undertake to discuss with the job applicant any matter revealed in a Disclosure which may lead Queensgate Foundation Primary School to withdraw a conditional offer of employment
- Unless the nature of the position allows the Queensgate Foundation Primary School to ask questions about the applicants entire criminal record we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974
- Those in Queensgate Foundation Primary School who are involved in the recruitment process are given suitable guidance to identify and assess the relevance and circumstances of offences
- During the selection process, an open and measured discussion will take 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.

Having a criminal record will not necessarily bar you from working with us.

This will depend on the nature of the position and the circumstances and background of your offences.

[http://www.crb.homeoffice.gov.uk/guidance/rb\\_guidance/recruitment\\_of\\_ex-offenders.aspx](http://www.crb.homeoffice.gov.uk/guidance/rb_guidance/recruitment_of_ex-offenders.aspx)



## Declaration of Criminal Offences

PLEASE READ THE FOLLOWING NOTES CAREFULLY:

The post for which you are applying is exempt from the Rehabilitation of Offenders Act 1974. This means that you **MUST** disclose all details of any caution, bindover or criminal offence, and any cases that you have pending.

The categories of employment which are exempt from the Rehabilitation of Offenders Act 1974 include:

- Work involving access to children and vulnerable people eg, school based staff, youth service, social workers etc.
- Work involving the provision of services to persons under the age of 18, which includes social services, care, leisure and recreational facilities and the provision of accommodation.
- Work involving the provision of social services to persons:
  - over the age of 65
  - suffering from serious illness or mental disability of any description
  - addicted to alcohol or drugs
  - who have a sensory impairment
  - who are substantially and permanently disabled

If you are offered a job in any of these categories, you will also be required to complete a further form and to authorise Queensgate Foundation Primary School to undertake a criminal record check.

Using the above guidelines, please list all cautions, bindovers and criminal offences. Do not forget to include any pending convictions and indicate that they are pending in the column 'Place & date of judgement(s)'. If you have no convictions please write none and sign the form.

Details of offence(s)	Nature of offence	Place & date of judgement(s)	Sentence(s)

All information provided will be treated in confidence and used according to our Privacy Notice which has been included in your application pack. Information provided will be used for this job application only.

I certify that the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it may automatically disqualify me from appointment or may render me liable to dismissal without notice.

Signed: \_\_\_\_\_

Date:        /        /

Name: (Please Print)

Job Applied For:

Please complete this form and return it with your application form.