

Policy on the Recruitment of Ex-offenders

A copy of this Policy will be provided to job applicants by inclusion in all recruitment packs

1. Equal Opportunities Policy Statement

- 1.1. This policy should be read in the context of Harbinger School's policy statement on equality and diversity.
- 1.2. Harbinger School wishes to make it clear that having a criminal record will not necessarily bar anyone from employment. This decision will depend on the nature of the post, and the circumstances and background of the offence(s).

2. Recruitment of ex-offenders

- 2.1. Harbinger School is committed to the fair treatment of its staff and potential staff. As an organisation using the Criminal Records Bureau (CRB) 'Disclosure' service to assess applicants' suitability for positions in the School, [Harbinger School] complies fully with the CRB Code of Practice and undertakes to treat all applicants for posts fairly.
- 2.2. Harbinger School undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- 2.3. Harbinger School has a statutory duty to request a Disclosure for all positions in the School. All posts in Harbinger School are exempt from the Rehabilitation of Offenders Act 1974 and the School is entitled to ask questions about a candidate's entire criminal record, including 'spent' convictions and cautions, reprimands, warnings and bind-overs.
- 2.4. All applicants called for interview are encouraged to provide their criminal record at an early stage in the process. This information should be sent under separate, confidential, cover to the Headteacher, who guarantees that this information is only seen by those who need to see it as part of the recruitment process.
- 2.5. Harbinger School undertakes that all staff involved in recruitment and selection will be trained appropriately. They will also be made aware of relevant legislation pertaining to the employment of ex-offenders.
- 2.6. At interview, or in a separate discussion, opportunities will be pursued to ensure that all necessary evidence is collected upon which selection decisions can be fairly based. This will include the relevance and circumstances of offences.
- 2.7. Failure to reveal information which is directly relevant to the post will lead to a subsequent withdrawal of any offer of employment.
- 2.8. Harbinger School makes every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and will make a copy available on request.

Harbinger School will undertake to discuss any matter revealed in a Disclosure with the person seeking the post before any decision is made to withdraw a conditional offer of employment on the basis of the Disclosure.