



Ex-Offenders Policy

DOCUMENT VERSION CONTROL	
Date of Changes	Summary of Changes
Date of Review	
Ratified By FGB	

Part of Safer Recruitment Procedures for a Hampshire School

Ex-Offenders Policy Statement

Poulner Infant school and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and contractors to share this commitment.

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, the school complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

Poulner Infant School and Nursery undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

The school is committed to the fair treatment of its staff, potential staff, volunteers and users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental disability or offending background.

This policy forms part of the school's safer recruitment procedures and should be read alongside the Child Protection and Safeguarding Policy, Safer Recruitment Policy and Staff Code of Conduct.

Disclosure and Recruitment

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

For those positions where a DBS check is required, all application forms, job adverts and recruitment information will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Poulner Infant School and Nursery encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process.

The school requests that this information is sent under separate, confidential cover to the Headteacher or other designated recruitment lead and guarantees 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 the school to ask questions about an applicant's entire criminal record, only convictions and cautions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) should be disclosed.

Assessment of Criminal Records

Poulner Infant School and Nursery ensures that all those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

The school also ensures that an open and measured discussion takes place on the subject of any offences or other matters 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 a person from working within the school. This will depend on the nature of the position and the circumstances and background of the offence(s).

When assessing disclosed information, the school will consider:

- The seriousness and relevance of the offence
- The age of the offence
- The age of the applicant at the time of the offence
- Patterns of offending behaviour
- The circumstances surrounding the offence
- Whether the offence has been decriminalised
- Evidence of rehabilitation
- The safeguarding responsibilities of the role

Each case will be considered on its own merits.

Confidentiality and Storage of Information

Information disclosed as part of a DBS check will be treated confidentially and handled in accordance with data protection legislation and DBS guidance.

Disclosure information will only be shared with those authorised to receive it in the course of their duties.

Poulner Infant School and Nursery complies fully with the DBS Code of Practice regarding the secure handling, storage, retention and disposal of Disclosure information.

Safer Recruitment Check

Poulner Infant School and Nursery carries out all recruitment checks required under Keeping Children Safe in Education (KCSIE), including:

- Identity verification
- Right to work checks
- Qualification checks
- Employment history checks
- References
- Online searches where appropriate
- Enhanced DBS checks and barred list checks where required

The school maintains a Single Central Record in accordance with statutory requirements.

Monitoring and Review

This policy will be reviewed regularly to ensure compliance with current legislation, DBS guidance and safeguarding requirements.