



RECRUITMENT OF EX-OFFENDERS POLICY

INTRODUCTION

The Rehabilitation of Offenders Act 1974 (ROA) allows most convictions and cautions to be considered 'spent' after a specified period of time. Once a caution or conviction is 'spent' the person is considered rehabilitated and the ROA treats the person as if they had never committed an offence. This means that jobseekers with criminal records have the right to legally withhold such information from a prospective employer when applying for most jobs.

All positions that involve working with children are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered 'spent'.

POLICY

This policy provides a framework within which Shrewsbury School will operate. The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. The 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. The School undertakes not to discriminate unfairly against the subject of a criminal record check on the basis of a conviction or other information revealed.

Our application form also states that at the shortlisting stage, applicants will be required to sign a declaration in relation to their criminal record and regarding information that you make them unsuitable to work with young people. The self-declaration is only shared with those involved in the recruitment process. Failure to disclose a conviction will result in any offer of employment being withdrawn.

If an individual has a criminal record this will not automatically bar them from employment within the School (unless they have been barred or have a conviction that makes them unsuitable to work with children). Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

This policy on the recruitment of ex-offenders will be available to all job applicants at the outset of the recruitment process.

PROCEDURE

All job roles at Shrewsbury School require an Enhanced DBS Disclosure check and, all candidates will be made aware of this as part of the School's safer recruitment process. The School is aware of its obligations under the Rehabilitation of Offenders Act 1974.

As part of the recruitment process, shortlisted candidates will be required to complete a Self-Declaration form regarding any criminal offences. The form will be held securely and destroyed after a maximum period of 6 months if the candidate was unsuccessful. The successful candidate's self-declaration form will be held on their personal file which is held confidential in the Human Resources Department.

The School guarantees that the information on the self-declaration form will only be seen by those who need to see it as part of the recruitment process. The School will request a DBS Disclosure as part of a conditional offer of employment.

If an applicant has self-declared that they have a conviction the School will either/and at interview, or in a separate discussion, ensure 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 a conditional offer of employment.

Having a criminal record will not necessarily bar a candidate from working at Shrewsbury School. This will depend on the nature of the position, the circumstances and background and how long ago it happened.

Owner: D Pender – Head of Human Resources
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