Audenshaw School

RECRUITMENT OF EX-OFFENDERS POLICY

This policy is reviewed every two years by the Personnel Committee.

History of Document

Issue No	Author/Owner	Date Written	Approved by Resource	Received by Governors	Comments
Issue 1	Deborah Patel	02/08/2021	13/09/2021	13/09/2021	

OUR MISSION

Our school aims to provide a quality education in a caring community based on values of respect, responsibility and resilience and a relentless pursuit of excellence in all that we do.

OUR VISION

Our School will be recognised as a fully inclusive, aspirational, high achieving centre of excellence, firmly rooted in the local community.

We will create, develop and maintain a challenging and stimulating personalised learning environment where no student is overlooked or left behind and where teaching and learning is high quality, inspirational and innovative.

We will consistently have high academic standards and expectations for every individual and continue to place considerable value on sport and healthy living and developing strong links with the community.

All members of our school community will be valued and every success will be celebrated.

Our School will maintain a safe, secure and caring environment in which to work and learn.

AUDENSHAW SCHOOL SAFEGUARDING STATEMENT

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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1. Purpose and Scope

The purpose of this policy is to state our approach towards employing people who have criminal convictions.

We are committed to equality for all job applicants and aim to select people for employment on the basis on their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training.

However, Audenshaw School is an exempt employer as defined in the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) amended 2013 and 2020, and as such, we have a lawful basis for requesting an enhanced DBS disclosure certificate for all employees. In addition, Audenshaw School is a regulated activity provider and we have a statutory duty to check that the individual is not barred from regulated work with children.

The safeguarding of children is of paramount importance to us and the scrutiny of any unspent cautions or convictions and those which would not be protected under the Ministry of Justice filtering rules is an essential and non-negotiable part of the pre-employment check process.

We will consider ex-offenders for employment on their individual merits.

The roles we are seeking to recruit are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Audenshaw School will require shortlisted applicants to disclose unspent convictions in addition to any criminal history that would not be filtered. Even in these circumstances, however, we will not refuse to employ a particular individual unless the nature of the conviction has relevance to the job for which the individual has applied.

As a result of the amendments to the Rehabilitation of Offenders Act in 2013 and 2020, cautions and convictions that meet specified criteria should not be disclosed by applicants and must not be taken into account by potential employers. We encourage all applicants to use the flowchart and guidance provided by Nacro and to seek legal or impartial advice before completing their self-disclosure. We will not take into account any criminal history that would be protected or filtered, even if it is subsequently disclosed on the DBS certificate.

Audenshaw School will, once we have selected the person whom we wish to offer employment, make a joint application to the Disclosure and Barring Service (DBS) for an enhanced certificate (with the relevant DBS barred list(s) check if the post in in regulated activity). Where the individual is a member of the DBS update service in the relevant workforce and at the required level, Audenshaw School will, with the individual's permission, carry out a status check on any current certificate.

Audenshaw School is committed to ensuring that all information provided about an individual's criminal convictions, including any information released in disclosures, is used fairly and stored and handled appropriately and in accordance with the provisions of the General Data Protection Regulations and the Data Protection Act 2018. Data held on file about an individual's criminal convictions will be held only as

long as it is required for employment and/or safeguarding purposes and will not be disclosed to any unauthorised person.