

# Lickhill Primary School



## Criminal Records Policy

Date of policy: September 2016

Ratified by the Governing Body on: 30.01.17

Signed : *A. Bhardwaj* (Chair of Governors)

## **1. Rationale/Introduction**

1.1 as an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Lickhill Primary School complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly

## **2. Aims and Objectives**

2.1 Lickhill Primary School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed

## **3. Implementation**

3.1 Lickhill Primary School can only ask an individual to provide details of convictions and cautions that Lickhill Primary School are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)

3.2 Lickhill Primary School can only ask an individual about convictions and cautions that are not protected

3.3 Lickhill 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

3.4 Lickhill Primary School actively promotes 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

- 3.5 Lickhill Primary School select all candidates for interview based on their skills, qualifications and experience
- 3.6 an application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
- 3.7 Lickhill Primary School ensures that all those in Lickhill Primary School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- 3.8 Lickhill Primary School also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- 3.9 at interview, or in a separate discussion, Lickhill Primary School ensures that an open and measured discussion takes 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
- 3.10 Lickhill Primary School makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request
- 3.11 Lickhill Primary School undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
- 3.12 If the governors and Head Teacher have agreed that the offence does not put children at risk (safeguarding) and that the offence is

unrelated to the job offered, then a risk assessment of the employee will be undertaken with the employee prior the start of training and employment. This will be shared with the employee and regularly assessed.