

Wye Forest Federation

Redbrook Church of England Primary School

St Briavels Parochial Church of England Primary School



Recruitment of Ex-Offenders Policy

This policy was agreed by the Full Governing Body on: (and supersedes all previous policies relating to this area)	24.9.2026
Implemented:	September 2024
Revised	September 2025
Revised	September 2026
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Introduction

The Wye Forest Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, governors and others working on behalf of the school to share this commitment. As part of our safer recruitment procedures, we undertake appropriate pre-employment checks to ensure that those who work with children are suitable to do so.

The federation recognises that having a criminal record does not automatically make an individual unsuitable for employment. We are committed to recruiting staff based on their skills, experience, qualifications and ability to perform the role, whilst ensuring that children are protected and statutory safeguarding requirements are met. We actively promote equality of opportunity and will consider applications from individuals with criminal records fairly and on their merits.

Any information disclosed about previous convictions, cautions, reprimands or warnings will be treated confidentially and considered only where it is relevant to the position applied for. In assessing suitability for employment, the school will take into account factors such as the nature of the offence, its relevance to the role, the circumstances surrounding it, the time that has elapsed since the offence occurred, and any evidence of rehabilitation.

The school complies with all relevant legislation and statutory guidance relating to the recruitment of ex-offenders, including requirements relating to criminal record checks through the Disclosure and Barring Service (DBS). The school will ensure that no applicant is unfairly discriminated against because of a criminal record where this is not relevant to their suitability to work with children or undertake the duties of the post.

This policy sets out the school's approach to considering criminal record information fairly, consistently and transparently while maintaining our overriding responsibility to safeguard and promote the welfare of pupils.

Responsibility and Procedures:

The school will be aware of its responsibility under the Police Act 1997 not to discriminate against applicants based on their criminal record. The school will only ask an individual to provide details of convictions and cautions that the school is legally entitled to consider when recruiting candidates. All candidates will be selected for interview based on their skills, qualifications and experience.

All job application forms, job adverts and recruitment briefs that require a DBS check will outline that an application for a DBS certificate will be submitted for all candidates once they have been offered the position. During the recruitment process, the school will ensure that a discussion between the recruitment panel and headteacher takes place to evaluate the disclosure of any offences or other matters relevant to the position.

Candidates will be informed that failure to reveal any information which is directly related to the post could result in withdrawal of an offer of employment. Any DBS

certificates that reveal criminal information will be discussed with the individual, and their eligibility for the position will be reviewed.

All applicants will be given a copy of the school's Child Protection and Safeguarding Policy and information on the employment of ex-offenders in the application pack prior to the interview.

Exemption from the Rehabilitation of Offenders Act 1974

Ex-offenders have to disclose information about spent, as well as unspent convictions if the job for which they are applying is exempted from the Rehabilitation of Offenders Act 1974.

All school based jobs are exempt from the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. **Applicants for school based jobs must, therefore, disclose all spent and unspent convictions.**

All applicants who are offered employment in a school will be subject to a criminal record check from the Disclosure and Barring Service before an appointment is confirmed. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced DBS (check) may also contain non-conviction information from local police records which a chief police officer thinks may be relevant.

Having a criminal record will not necessarily bar someone from working in a school. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.

Any DBS that contains information (caution, reprimand, conviction, soft information) will be referred to Gloucestershire County Council DBS Panel for consideration.

Schools undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

When reaching a recruitment decision GCC DBS Panel will take the following factors into account:

- Whether the conviction or other matter revealed is relevant to the position in question
- The seriousness of any offence or other matter revealed
- The length of time since the offence or other matter occurred
- Whether the applicant has a pattern of offending behaviour or other relevant matters
- Whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters, and
- The circumstances surrounding the offence and the explanation(s) offered of the offending person.

There are, however, particular offences that would automatically prevent an offer of employment in a school being confirmed. These include:

- Rape
- Incest

- Unlawful sexual intercourse
- Indecent assault
- Gross indecency
- Taking or distributing indecent photographs

Other offences which make it unlikely (although not automatic) for an offer of employment in a school to be confirmed include the following:

- Violent behaviour towards children or young people
- A sexual, or otherwise inappropriate relationship with a pupil (regardless of whether the pupil is over the legal age of consent)
- A sexual offence against someone over the age of 16
- Any offence involving serious violence
- Drug trafficking and other drug related offences
- Stealing school property or monies
- Deception in relation to employment as a teacher or at a school, for example false claims about qualifications, or failure to disclose past convictions
- Any conviction which results in a sentence of more than 12 months' imprisonment
- Repeated misconduct or multiple convictions unless of a very minor nature.

If appropriate, applicants will be invited to discuss disclosure information before a final recruitment decision is made.

It may be necessary at times to update the records of existing employees. Existing employees who are found to have criminal records will not be dismissed as a matter of course. Each case will be considered on its merits, and an assessment of risk and relevance will be involved.