



PINEWOOD

Est. 1875

Recruitment of Ex-Offenders Policy

This policy outlines Pinewood School's commitment not to discriminate unfairly on the basis of criminal convictions. This Policy is made available to all job applicants at the beginning of the recruitment process by being downloadable from the Staff Vacancies page of the School website. Hard copies will also be provided on request to the Assistant Bursar.

Pinewood School is a provider of education for young people under the age of 18. The School uses the Disclosure and Barring Service (DBS) checking service as part of its recruitment process to assess applicants' suitability for employment; in doing so the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Pinewood 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.

Pinewood 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. We select all candidates for interview based on their skills, qualifications and experience. The particular criteria for each employment position are set out in the Job Description.

For all posts a DBS disclosure will be requested at the Enhanced level. Recruitment documentation, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

We encourage all applicants to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the School and we guarantee 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, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in the School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure 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.

At interview, or in a separate discussion, we ensure 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.

Every subject of a DBS check may be provided with a copy of the DBS Code of Practice as requested.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar an applicant from working with us. This will depend on the offence and the relevance of the offence in relation to the position applied for. The factors taken into account will include the responsibilities of the position, the vulnerability of the customer group, the nature of the offence(s), the number and pattern of the offences (if there is more than one), how long ago the offence(s) occurred and the age of the offender when the offence(s) occurred.

Reviewed October 2018
Reviewed by Jo Ranstead, Assistant Bursar
Next Review Date: October 2019