





Full name of policy:	Policy on the Recruitment of Ex-Offenders (extract from LAET's Recruitment and Selection Policy)		
Requirement for policy:	To outline the procedures relating to individuals with previous convictions during recruitment processes.		
Name and post of person responsible:	Jan Balon (Headteacher)		
Frequency of review:	Yearly or more regularly in line with updates to Safer Recruitment or KCSIE guidelines		
Dates of previous reviews:	September 2017, December 2017, February 2019, June 2020, September 2020		
Date of next formal review:	September 2023		
Total number of pages: (Including appendices and front sheet)	3		
Comments:	This Policy is an extract from LAET's Recruitment and Selection Policy which should be read by all employees involved in the recruitment and selection process		
	Name (role):	Signature:	Date:
Review:	Lisa Cardinali (HR Manager)		18/09/21
Ratified:	Jan Balon (Headteacher)		20/09/21
Latest review:	Lisa Cardinali (HR Manager)		18/09/22
Ratified:	Jan Balon (Headteacher)		20/09/22

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1. RECRUITMENT OF EX-OFFENDERS

LAE Tottenham undertakes to treat all job applicants and volunteers for positions within the organisation fairly and not to discriminate unfairly against the subject of disclosure on the basis of conviction or other information revealed.

Roles within the school are exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 (as amended in 2013). Therefore, LAE Tottenham will be entitled to ask for information about relevant convictions after the shortlisting stage and carry out an Enhanced DBS check upon the offer of appointment.

1.1 Applicants with convictions

Previous convictions will not automatically prohibit an applicant from being offered an appointment (subject to that person being barred from working with children as per section 12.3).

Following the shortlisting exercise, all job applicants invited to interview will be asked to declare any previous convictions and cautions not filtered in line with current guidance whether current or spent. It should be noted that certain 'spent' convictions and cautions are 'protected' meaning they are not subject to disclosure and cannot be taken into account.

At interview LAE Tottenham will ensure that open, fair and measured discussions can take place on the subject of offences. The candidate will be given the opportunity to present their view of the situation surrounding the conviction and any other relevant information. Notes will be taken and used to prepare any associated risk assessment prior to the offer of appointment (see section 12.2).

Failure to reveal information at application or interview, or providing deliberately misleading information, could lead to withdrawal of an offer of employment/voluntary work or dismissal if the engagement has already started. LAE Tottenham may also be obliged to refer the matter to the DBS or Police (see section 12.3).

1.2 Completing a risk assessment

Should the applicant disclose a conviction etc which can be taken into account or if the DBS Certificate reveals any relevant information, before making any decisions on appointment, LAE Tottenham will complete a risk assessment which takes into consideration: -

- Whether the conviction is relevant to the position being offered;
- The seriousness of the offence revealed;
- The circumstances surrounding the offence and the explanation offered by the applicant;
- The length of time since the offence took place;
- Whether the applicant has a pattern of offending behaviour;
- Opportunities within the role to reoffend;
- The location of the offence as some activities may be an offence in Scotland but not in England for example;
- Whether the offence has since been decriminalised by Parliament;
- The degree of remorse expressed by the applicant and their motivation to change;

- Whether the applicant's circumstances have changed since the offence took place.

1.3 Barred individuals

It should be noted that it is an offence for an employer to knowingly allow a barred individual from engaging in regulated activity with children. It is also an offence for a barred individual to seek work with children if they have been barred from working with that group.

1.4 Communicating the Policy to staff and job applicants

LAE Tottenham will ensure that all staff involved in the recruitment process of staff and volunteers are aware of this Policy and have the relevant training and support.

A copy of the Recruitment of Ex-Offenders Policy is available to applicants via LAE Tottenham's website or will be provided upon request.

1.5 Further information

Further guidance on whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#).

Information on offences that will never be filtered on a DBS Certificate is available from the [Disclosure and Barring Service](#) and [NACRO](#).

2. RESPONSIBILITIES

The Governors have overall responsibility for this policy. Maintenance and operation of this policy is delegated to the Headteacher.

September 2022