



# UNIVERSITY OF CAMBRIDGE PRIMARY SCHOOL

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**DBS & Recruitment of Ex-  
Offenders Policy**

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**January 2019**

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<b>UCPS DBS &amp; Recruitment of Ex-Offenders Policy</b>			
<b>Review Frequency</b>	Annually	<b>Review date</b>	January 2020
<b>Governing Committee Responsible</b>	Human Resources Committee		
<b>Governor Approval (date)</b>	January 2019	<b>Website</b>	Yes
<b>Staff Responsible</b>	James Biddulph	<b>Date Produced</b>	January 2019

*The DBS Code of Practice requires that the school makes available a copy of its Policy on the Recruitment of Ex-offenders to all job applicants.*

*All personal information is handled and stored in line with GDPR Regulations. More information on how we handle and store staff data can be found within the GDPR Policy - How we use workforce information.*

### **University of Cambridge Primary School Policy Statement on the Recruitment of Ex-offenders**

In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>

- As an organisation which uses the Disclosure and Barring service, the Governing Body of the school complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. A DBS check will therefore be carried out before appointment to any job at the school is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- We promote 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 competencies, qualifications and knowledge.
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- 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 job sought could lead to withdrawal of an offer of employment.

- We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- We ensure that people at the school who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

**Having a criminal record will not necessarily bar you from working at** the school. This will depend on the nature of the position and the circumstances and background of your offences.