



Recruitment of Ex-offenders Policy	
Lead Governor & Member of SLT:	Mrs J Klaces & Miss S Taylor
To be approved by:	Full Governing Board
Frequency of review:	Annual
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Queensbridge School
Queensbridge Road, Moseley, Birmingham B13 8QB

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1. Statement of Intent

Queensbridge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We recognise the importance of fair treatment for all applicants, including those with previous criminal convictions. We undertake not to discriminate unfairly against applicants on the basis of a conviction or other information revealed through a Disclosure and Barring Service (DBS) check.

2. Legal Framework

This policy operates in accordance with:

- The Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)
- The Police Act 1997
- The Safeguarding Vulnerable Groups Act 2006
- Keeping Children Safe in Education (KCSIE) guidance (latest version)
- DBS Code of Practice

Because school roles involve working with children, applicants **must disclose all convictions, cautions, reprimands, and warnings** (including those that would normally be considered “spent”), unless protected under DBS filtering rules.

3. Commitment to Equality

We:

- Promote of opportunity for all applicants
- Encourage people with convictions to apply where appropriate
- Select candidates based on **skills, experience, and suitability for the role**
- Ensure decisions are made fairly and consistently

4. Application and Disclosure Process

- All shortlisted applicants are required to complete a **self-disclosure form** (if applicable) and declare relevant convictions during recruitment.
- Shortlisted candidates may be asked to provide further information regarding any disclosures.
- A DBS check will be carried out for all regulated roles in line with statutory guidance.

5. Assessment of Criminal Records

Having a criminal record will not automatically bar an individual from working at the school. Each case will be considered on its merits.

When assessing disclosures, the school will consider:

- The **nature and seriousness** of the offence
- The **relevance** to the role applied for

- The **age of the applicant** at the time of the offence
- The **length of time since the offence occurred**
- Whether there is a **pattern of offending behaviour**
- Any **explanations or mitigating circumstances**
- Evidence of **rehabilitation and changed behaviour**

For safeguarding reasons, particular scrutiny will be applied to offences involving:

- Children or vulnerable persons
- Violence
- Sexual Misconduct
- Abuse, neglect or exploitation

6. Risk Assessment

Where a disclosure is made, a **risk assessment** will be conducted before any appointment is confirmed.

This will involve:

- Discussion with the applicant (giving them opportunity to provide context)
- Consideration of safeguards or supervision (if appropriate)
- Input from the headteacher /designated safeguarding lead (DSL)
- Consultation with HR and, where necessary, Local Authority safeguarding advisors

The final decision will prioritise the safety and wellbeing of students.

7. Confidentiality

- All information disclosed will be treated strictly confidentially
- It will only be shared with individuals in the recruitment decision
- Disclosure information will be handled in accordance with GDPR and data protection requirements

8. Training and Awareness

- Staff involved in recruitment will receive appropriate safer recruitment training
- At least one panel member will have completed accredited safer recruitment training

9. Storage and Handling of DBS Information

The school fully complies with the DBS Code of Practice regarding:

- Secure handling
- Storage
- Retention
- Disposal of disclosure information

10. Policy Review

Policy prepared by: Nicola Daly (HR Officer)

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This policy will be reviewed annually or in response to changes in legislation or statutory guidance.