

RECRUITMENT OF EX-OFFENDERS POLICY

Ensuring that Derby Montessori School treats applicants who have a criminal record fairly and does not discriminate because of a conviction or other information revealed through the Disclosure & Barring Service (DBS).

KEY POINTS:

- Derby Montessori School complies fully with the Code of Practice.
- All applicants for positions are treated fairly.
- Derby Montessori School selects candidates for interview based on their skills, qualifications and experience.
- Derby Montessori School only requests a DBS Disclosure where it is sufficiently relevant to the position concerned.
- Derby Montessori School keeps all information private and confidential, in accordance with the Data Protection Act.
- Derby Montessori School takes into careful consideration the relevance and circumstances of offences.

1. INTRODUCTION

As an organisation using the DBS Disclosure service to assess applicants' suitability for positions of trust, Derby Montessori School complies fully with the Code of Practice and undertakes to treat all applications for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

2. PRINCIPLES

2.1 Derby Montessori 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.

2.2 This policy is available to all applicants upon request.

2.3 Derby Montessori 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. Derby Montessori School select all candidates for interview based on their skills, qualifications and experience.

3. DISCLOSURES

3.1 A DBS Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms and recruitment briefs will contain a statement that a DBS Disclosure will be requested in the event of the individual being offered the position.

3.2 Where a DBS Disclosure is to form part of the recruitment process Derby Montessori School encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. This information can either be stated in the relevant section of the application form, or can be sent with the application in a sealed envelope marked 'strictly confidential', where it will be processed with appropriate discretion by the management team.

4. PREVIOUS OFFENCES

4.1 Derby Montessori School requires all applicants to disclose criminal convictions. Some posts require information relating to both "spent" and "unspent" convictions whereas other posts require "unspent" information only. The information provided will be treated strictly confidentially. Applicants who have been shortlisted for posts involving regular contact with children will be required to apply for one of the following types of check from the Disclosure and Barring Service below:

Enhanced DBS check

Enhanced check for Regulated Activity (check against the Children's barred list)

For some roles (i.e. professions, offices) within Derby Montessori School, we require a Standard DBS check.

4.2 Derby Montessori School ensure that all those in Derby Montessori School who are involved in the recruitment process are suitably advised to identify and assess the relevance and circumstances of offences.

4.3 At interview or in a separate discussion Derby Montessori School ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

5. WITHDRAWAL OF AN OFFER OF EMPLOYMENT

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Having a criminal record will not necessarily bar you from working with Derby Montessori School. This will depend on the nature of the position and the circumstances and background of your offences.