CHURCHAM PRIMARY SCHOOL

Ex Offenders Policy

Approved by:	Full Governing Body
Reviewed:	14 July 2026
Date of Next Review:	July 2028

Churcham Primary School is committed to working in accordance with Keeping Children Safe in Education and the Disclosure and Barring Service (DBS) Code of Practice, which requires that's the school makes available a copy of this policy to all job applicants. This policy provides a framework within which the school will seek to ensure that all cases are assessed fairly and on an individual basis. Our school will not discriminate because of a conviction or other information revealed.

• To meet the requirements in respect of suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, we will check criminal records processed through the DBS system.

• Application forms and recruitment information will contain a statement that applicants will be required to disclose their criminal record if they are invited to interview.

• A DBS check will be carried out before appointment to any job at the school, this will include details of convictions, cautions and reprimands as well as 'spent' and 'unspent' convictions. The information will only be seen by those who need to see it as part of the recruitment process. A criminal record will not necessarily be a bar to obtaining a position.

• We promote equality of opportunity for all, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background, with the right skills and potential, we select all candidates for interview based on their competencies, qualifications and knowledge.

• A DBS check will be carried out if they are offered the position.

• An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

• Staff who are involved in the recruitment process 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 will 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

• If anything is revealed on a DBS certificate with the individual seeking the position, we will discuss with you before withdrawing a conditional offer of employment.