

St Mary's Catholic School Policy Statement – for the Recruitment of Ex-Offenders

St Mary's Catholic School's Policy Statement:

- St Mary's Catholic 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 dependents, age, physical/mental disability or offending background.
- We actively 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 skills, qualifications and experience.
- As an organisation using the Criminal Records Bureaus (CRB) Disclosure service to assess applicants' suitability for positions of trust, St Mary's Catholic School complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- **Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the job and the circumstances and background of your offences.

**We ensure that all those in St Mary's Catholic School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment.**

St Mary's Catholic School's Practice:

- A Disclosure is only requested after a thorough risk assessment has indicated it is appropriate and relevant to the job. For those jobs where a Disclosure is required, all application forms and recruitment briefs will contain a statement that a Disclosure will be requested.
- Unless the nature of the position allows St Mary's Catholic School to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within St Mary's Catholic School and we guarantee that this information is only 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 position sought could lead to withdrawal of an offer of employment or, dismissal if employment has already begun.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the candidate seeking the job before deciding if they are still suitable.
- This written policy on the Recruitment of Ex-Offenders, is made available to all Disclosure applicants at the outset of the recruitment process.

If you have any further questions or would like more information about this process please visit [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

## Frequently Asked Questions about the Criminal Records Bureau

**What is a Disclosure?** A Disclosure is a document containing information held by the police and government departments. It can be used by organisations such as St Mary's Catholic School to make safer recruitment decisions. A Disclosure enables the organisation to check the background of job applicants, it provides details of a person's criminal record convictions, cautions, reprimands and warnings. Certain posts may also result in checks of lists held by the Department of Health (DH) and Department of Education and Skills (DfES) and information held by local police forces.

**Why have I been asked to complete a Disclosure?** You have been asked to complete an enhanced Disclosure as the post you are applying for will be working with children, vulnerable adults or in a position of trust.

**Can I refuse to apply for Disclosure?** You can refuse. However, a Disclosure may be required by law for this post. If you are not willing to apply for a Disclosure the School or team can refuse to process your application for this position.

**What if I already have a disclosure?** In most cases we do not accept disclosures applied for by other organisations.

**How do I apply for Disclosure?** If you are invited to interview, you will be required to complete a Disclosure application form. This will be sent to you with the invitation to interview pack, which you should complete and bring with you to your interview. Your identification documents will be checked at interview and the completed form will be sent to a Designated Signatory at St Mary's Catholic School who will complete their sections of the form before sending it to the CRB for processing. St Mary's Catholic School will only progress your Disclosure application form if St Mary's Catholic School decide to take your application further, otherwise it will be destroyed.

**How much will the Disclosure cost?** St Mary's Catholic School is currently covering the £34 cost of the Disclosure. Volunteer applications are free.

**What information will be requested?** You will be asked to complete an application form requesting details including your full name, previous names, addresses for the past 5 years, your NI number, date and place of birth. All information will be protected under the Data Protection Act (1998).

**Who will receive my Disclosure?** Both you and St Mary's Catholic School will receive a copy of your Disclosure. St Mary's Catholic School uses Hertfordshire County Council (HCC) as the umbrella organisation for the purpose of processing CRB applications. HCC is a registered organisation with the CRB and therefore abides by the Code of Practice for Registered Persons and other Recipients of Disclosure Information. Your details will be stored confidentially and only used for the purpose of your application. The receipt of your disclosure certificate from the CRB does not automatically indicate clearance to work.

**What if I have a criminal record?** You should discuss your criminal background at interview stage. Your Disclosure will confirm this information about previous convictions. Safeguards and guidelines exist to ensure that conviction information is not misused and that ex-offenders are not treated unfairly. Ex-Offenders will retain protection afforded by the Rehabilitation of Offenders Act (1974) and the Code of Practice for Registered Persons and other Recipients of Disclosure Information will govern conduct and prevent abuse. Whether you can be offered the job in question will depend on the nature of the position and your criminal background.

**Can I challenge the Information on my Disclosure if it is incorrect?** You can appeal to the CRB Disclosure dispute line (0870 9090778) if you think information on your Disclosure is incorrect.