



WESTMINSTER SCHOOL

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Westminster School complies fully with the DBS 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.
- Westminster School is committed to the fair treatment of its staff and potential staff regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability.
- 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. We select all candidates for interview based on their skills, qualifications and experience.
- As a school with children we request a Disclosure on all candidates who have been offered employment. All application forms and job descriptions contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- We ensure that all those in Westminster 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 of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- 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.
- Further information on the DBS can be found on: www.homeoffice.gov.uk/dbs
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar an applicant from working with us. This will depend on the nature of the position and the circumstances and background of the offences. This written policy on the recruitment of ex-offenders, is made available to all Disclosure applicants at the outset of the recruitment process.