



Reviewed by the FP&P Committee:	16/11/2023
Ratified by the Full Governing Body:	23/11/2023
Review Cycle/ Date: Bi-Annually	Autumn 2025

This model procedure has been drawn up by Luton HR Traded Services (September 2023) and has been adopted by the Lady Zia Wernher School.

Introduction

The school is committed to equality of opportunity for all job applicants and aims to select people for employment on the basis of their skills, abilities, experience, knowledge and, where appropriate, qualifications and training. The school recognises the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not in itself, prevent a person from being appointed to a particular post.

Because of the nature of work, it will be necessary for an enhanced DBS check to be undertaken. All roles within school are exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences, which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

For further information on criminal record self-declaration for roles that are eligible for standard or enhanced DBS checks please refer to [Nacro guidance](#) and the [MoJ website](#).

All cases will be examined on an individual basis and will take the following into consideration:

- whether the caution or conviction is relevant to the position applied for
- the seriousness of any offence revealed
- the age of the applicant at the time of the offence(s)
- the length of time since the offence(s) occurred
- whether the applicant has a pattern of offending behaviour
- the circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned
- whether the applicant's circumstances have changed since the offending behaviour.

If an applicant has any of the following: unspent caution or convictions, adult cautions (simple or conditional), spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020), and if the nature of the offence is relevant to the job for which they have applied, the school will review the individual circumstances of the case considering the factors listed above and may, at its discretion, decline to select the individual for employment.

If an employee is convicted during the course of their employment, it will be the responsibility of the employee to notify their headteacher. If the nature of the offence is relevant to their job, the school will review the individual circumstances of the case and may terminate their employment through the appropriate disciplinary procedure. The individual may be suspended whilst the review is carried out. Please refer to the schools Disciplinary Procedure, and seek HR Advice.