



**Durham
Cathedral
Schools
Foundation**

Durham Cathedral Schools Foundation

RECRUITMENT OF EX-OFFENDERS POLICY

1. Background

This policy outlines Durham Cathedral Schools Foundation's commitment not to discriminate unfairly on the basis of criminal convictions. This Policy is made available to all job applicants at the beginning of the recruitment process by being downloadable from the staff vacancies page of the Foundation website. Hard copies will also be provided on request. This procedure does not form part of any employee's contract of employment.

Durham Cathedral Schools Foundation is a provider of education for young people under the age of 18. The School uses the Disclosure and Barring Service (DBS) checking service as part of its recruitment process to assess applicants' suitability for employment; in doing so the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly.

2. Equality, Diversity and Inclusion

The School undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Durham Cathedral Schools Foundation 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.

Durham Cathedral Schools Foundation 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, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience. The particular criteria for each employment position are set out in the applicable Job Description for the role.

3. DBS Checks

For all posts a DBS disclosure will be requested at the Enhanced level. Recruitment documentation, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

We encourage applicants to provide relevant details of their criminal record at the appropriate stage of the recruitment process, in line with legal requirements. We request that this information is sent under separate, confidential cover, to a designated person within the School and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

For roles which are exempt from the Rehabilitation of Offenders Act 1974, the Foundation is entitled to ask about both spent and unspent convictions, subject to the DBS filtering rules. For roles which are not exempt, only unspent convictions will be taken into account

Certain convictions and cautions are protected and will not be disclosed on a DBS certificate in accordance with the DBS filtering rules.

We ensure that all those in the Foundation who are involved in the recruitment process have an awareness with relevance and circumstances of offences. At least one member of staff on the recruitment panel will have undertaken Safer Recruitment Training.

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 disciplinary action under the school's disciplinary policy.

Every subject of a DBS check may be provided with a copy of the DBS Code of Practice as requested.

We undertake to discuss any matter revealed in a DBS check 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 offence and the relevance of the offence in relation to the position applied for. The factors taken into account will include the responsibilities of the position, the vulnerability of the customer group, the nature of the offence(s), the number and pattern of the offences (if there is more than one), how long ago the offence(s) occurred and the age of the offender when the offence(s) occurred.

4. Links to other policies and documents

This policy is linked to the following other policies and documents:

- Safer Recruitment Policy
- Safeguarding Policy

5. Oversight

This policy is overseen by the Finance and General Purposes Committee of the Governors and will be reviewed at least once in every three-year period.

Policy reviewed 09/05/2022
P. C. Gerrard (Assistant Head)
H Bergenstjerna (Operations Manager) 23/01/26