

POLICY ON THE RECRUITMENT OF EX-OFFENDERS

St Edward's is committed to the fair treatment of our staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental disability or offending background. We undertake to treat all applicants for positions fairly and not to discriminate unfairly on the basis of a conviction or other information revealed.

The School actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. We select candidates for interview based on their skills, qualifications and experience. We ask all applicants to provide details of their criminal record at an early stage in the application process, with their completed application form, and request that this information is sent under separate, confidential cover. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that all those at St Edward's who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, and 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.

Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, we are required to ask questions about your entire criminal record, and not only those offences which are defined as "unspent" by the Rehabilitation of Offenders Act 1974. We are required to obtain an enhanced CRB disclosure for all our members of staff, regardless of the type of position they hold within the School. All our application forms, job adverts and recruitment briefs contain a statement that a Disclosure will be requested in the event of an individual being offered a position at St Edward's.

At interview, or in a separate conversation, 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.

If a criminal record is disclosed by, or in respect of, an existing or potential member of staff, the School will consider the following:

- Whether the conviction or other information disclosed is relevant to the position in question.
- The seriousness of the offence or other matter revealed.
- The length of time since the offence or other matter occurred.
- Whether the person concerned has a pattern of offending behaviour or other relevant matters.
- Whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters.
- The circumstances surrounding the offence and the explanation offered by the person concerned.

We undertake to discuss any matter revealed in a CRB Disclosure with the person seeking a position at St Edward's before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar an ex-offender from working with us. This will depend on the nature of the position and the circumstances and background of the offences.