

## GUIDELINES ON EMPLOYING PEOPLE WITH CRIMINAL RECORDS

### **The objective of the disclosure information is:**

- To ensure that disclosure information is used fairly in the recruitment process to prevent discrimination against staff, volunteers, service users, potential employees and ex-offenders on the basis of conviction or other details.
- To maximise the protection for children in Lime Trust schools and other vulnerable people against those who might wish to harm them.
- Our guidelines comply with the Disclosure and Barring Service (DBS).

### **Recruitment Process**

The Lime Trust will carry out risk assessments for each position that is exempt from the Rehabilitation of Offenders Act and encourage managers to adopt an open mind in recruitment decisions.

In making recruitment decisions the Lime Trust will:

- Assess the nature and relevance of the offence, the potential risks involved in employing the offender, and how these could be sensibly and effectively managed.
- Recognise that having a criminal record will not necessarily be a bar to obtaining a position.
- State the level of Disclosure applicable to any post that requires a Disclosure. Discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- Only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974, unless the nature of the position allows the Lime Trust to ask questions about the applicant's entire criminal record.

### **Recruitment of Ex-Offenders**

Unless the nature of the work demands it, ex-offenders will not be asked to disclose any convictions 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar employment. However all applicants offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

All school based jobs are subject to an Enhanced Disclosure which, in addition to showing spent and unspent convictions, as well as cautions, reprimands and final warnings held on the Police National Computer, also show 'other relevant information' from local police records that the police believe is relevant in connection with a particular post.

### **Declaration of Convictions**

Applicants will be actively encouraged to declare any convictions, or any other information that may be relevant, at an early stage in the recruitment process. Failure to declare a conviction, caution or bind-over may, however, disqualify an applicant from appointment, or result in summary dismissal if the discrepancy comes to light.

## THE APPLICATION FORM

The decision whether to call you for an interview will be based on your application form. It is therefore crucial that you provide sufficient information to enable the selection panel to make a valid judgement on whether you should proceed to the next stage of the selection process.

The information pack provided includes a person specification outlining the essential and desirable criteria for the post. It will be the responsibility of the selection panel to evaluate your application against the requirements of the post contained in the person specification. Candidates who do not fulfil all the essential criteria will not be called for an interview. However, possession of the essential criteria will not necessarily guarantee an interview as the selection panel may decide to only interview a given number of applicants who are placed at the top of a list following either long listing or shortlisting.

You are encouraged to give practical examples of how you have met through your experiences to date the requirements of the post, with particular emphasis on how you have contributed towards schools' improvement. Theoretical answers should be avoided. Please be concise in your application and try to relate what you are saying to the particular post you are applying for. You are asked not to include a Curriculum Vitae.

It is permissible to hand write, type or word process your application form but please use black ink or type as it will be necessary to photocopy your form.

#### **PRESENT AND PAST TEACHING EXPERIENCE**

You are asked to ensure you include the age range of the pupils in the schools where you have worked or are working.

#### **PERSONAL DETAILS**

Please enter your personal details fully and clearly, so that we may contact you about your application.

If you have a disability (for instance, if you find it difficult to move up and down stairs or have a hearing, speech difficulty), please inform us so that we can make suitable arrangements if you are called for an interview. This information will not be used in deciding your suitability for the job.

#### **JOB SHARING**

If you wish to work on a job share basis, and this is appropriate to the position you are applying for, please tick the relevant box (please note, it is not permissible to share the job of head teacher). Further information on Trust job sharing options can be requested in advance.

#### **HEALTH AND ATTENDANCE**

Candidates are asked to include brief details of any aspect of their health and attendance record, which has caused their employer to take action, together with any explanatory information they may wish to give.

#### **REFERENCES**

With regard to references, you are asked to read the policy on references for headteachers and deputy head teachers shown below. This will provide guidance on the appropriate referees to include on your application form.

Please note that previous employers may be approached for information to verify particular experience or qualifications prior to interview. Please indicate on your application form if you do not wish us to do this.

The Lime Trust requires a minimum of two written references for each candidate; one of which should be from the applicant's current employer, if you are currently employed at a school your reference should be your schools Headteacher, Executive Headteacher or CEO, the second reference should be

from another line manager or past associated employer. Candidates who are currently unemployed will be asked to provide the reference details as above, but relating to their most recent employer, where the candidate has worked with children.

References should only normally be collected for candidates called for interview.

In addition, further specific information will be sought, separately from the reference, in order for the LA to exercise its statutory right to make representations to the selection panel on any candidate whom it considers unsuitable.

Should you be invited for interview, the following issues relating to the promotion of safeguarding and welfare of children will be explored:-

- Your motivation to work with children,
- Ability to maintain appropriate relationships with children,
- Emotional resilience,
- Authority and maintenance of discipline.

An enhanced DBS check is required for all successful applicants.

#### **IF YOU HAVE A COMPLAINT**

If you feel you have been treated in an unfair or unlawful way, at any stage of your application, you should contact the Lime Trust, [info@limetrust.london](mailto:info@limetrust.london) (at the earliest opportunity and within one month of the event taking place). You can find a copy of the complaints procedure on our website.

#### **RECRUITMENT MONITORING**

An effective policy of equal opportunities necessitates the collection of information about applicants. To ensure our Equal Opportunities Policy is effective we need to be able to monitor the number of people applying for, and starting, jobs with us. Please help us by ticking off and completing the appropriate boxes in this section. Any figures gathered will not identify individuals, but will only be used by those involved in the selection procedure and is for statistical purposes only.

#### **CONFIRMATION OF DETAILS**

Please ensure that you have completed all sections of the application form and indicating if any section is not applicable to you. Falsification of information on the form, whether by commission or omission, will result in your application not being pursued or your contract being terminated if you have already been appointed to the post.