

L'Ile aux Enfants (the "School")

Policy statement on the recruitment of ex-offenders

Introduction:

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, the School complies fully with the CRB 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.

The School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, age, physical/mental disability or offending background.

This policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

1. Equal opportunity

The School 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. It s all candidates for interview based on their skills, qualifications, and experience.

2. The CRB Disclosure process

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, the School encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. The School requests that this information is sent under separate, confidential, cover to designated persons within the School and it guarantees that this information is only be seen by those who need to see it as part of the recruitment process. The School uses an umbrella body to perform its CRB checks.

Unless the nature of the position allows the School to ask questions about an applicant's entire criminal record the School only asks about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, the School ensures 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

The School makes every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request and undertakes 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 a person from working for the School. This will depend on the nature of the position and the circumstances and background of the offences.

General

This document has been drawn up to clarify the policy of the School to inform parents, guardians and pupils of what that policy is. It is not intended to extend or alter the contractual or other legal rights that exist between the School and parents, guardians or pupils. The contents of this document are statements of intent made in good faith, but are not intended to be legally enforceable.

This policy has not been translated into French but, a translation can be provided on request.

FF

11/07

ff 09/05