



# Ridgewood Community High School

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Headteacher: Mr I Carden  
Deputy Headteachers: Mrs J Lea, Mr R Clegg

## Policy Statement on the Re-employment of ex-offenders (October 2021)

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Ridgewood Community High School complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly

Ridgewood Community High School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed

Ridgewood Community High School can only ask an individual to provide details of convictions and cautions that the school is legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)

Ridgewood Community High School can only ask an individual about convictions and cautions that are not protected

Ridgewood Community High School 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 dependents, age, physical/mental disability or offending background.

Ridgewood Community High 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

Ridgewood Community High School selects all candidates for interview based on their skills, qualifications and experience

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

Ridgewood Community High School ensures that all those in Ridgewood Community High School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences



INVESTORS  
IN PEOPLE

Silver



Ridgewood Community High School also ensures that those involved in the recruitment process 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

At interview, or in a separate discussion, Ridgewood Community High 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

Ridgewood Community High School makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request

Ridgewood Community High School undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

