



**COMBE PAFFORD SCHOOL**  
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### **Policy statement on recruiting applicants with criminal records**

Posts in schools are exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

- All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974
- All spent adult cautions (simple or conditional) or spent convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)

For further information on filtering please refer to NACRO guidance (<https://3bx16p38bchl32s0e12di03h-wpengine.netdna-ssl.com/wp-content/uploads/2020/11/What-do-I-need-to-disclose-FINAL-DONE.pdf>) and the guidance published by the Ministry of Justice (see, in particular, the section titled 'Exceptions Order') - <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974> .

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to a post in this school. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed
- Your age at the time of the offence(s)
- The length of time since the offence(s) occurred
- Whether the applicant has a pattern of offending behaviour
- The circumstances surrounding the offence(s), and the explanation(s) provided
- Whether your circumstances have changed since the offending behaviour

It is important that applicants understand that failure to disclose all cautions, convictions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from NACRO's Criminal Record Support Service



