

**STATEMENT
ON THE
RECRUITMENT
OF
EX-OFFENDERS**



RGS



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Newcastle upon Tyne Royal Grammar School

Having a criminal record will not necessarily bar you from working with the Royal Grammar School Newcastle (RGS). This will depend on the nature of the position and the circumstances and background of your offence/s.

RECRUITMENT OF EX-OFFENDERS

- Candidates for interview for employment at RGS will be selected on the basis of their skills, qualifications, experience and personal qualities.
- A disclosure will be required for all employees, volunteer helpers and Governors or Trustees.
- We will require all applicants called for interview to provide details of any criminal record in the course of their interview, or to send it in confidence to the Headmaster or Bursar before the interview.
- The provisions of the **REHABILITATION OF OFFENDERS ACT 1974** regarding disclosure of spent convictions do not apply to those seeking to work in a school. We will ask if you have any convictions, cautions, reprimands or final warnings that are **not** protected as defined by the **REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975** (as amended in 2013). The amendments to the **EXEMPTIONS ORDER 1975 (2013)** provide that certain spent convictions and cautions are protected and are not subject to disclosure to employers, and cannot be taken into account.
- We will ensure that all staff at RGS who are involved in the recruitment process are aware of these requirements.
- At interview, or in a separate discussion, we will 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 the withdrawal of an offer of employment or, for a current employee, disciplinary action.
- We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.

KEEPING CHILDREN SAFE IN EDUCATION (KCSIE) requires the School to have regard to the disqualification under the Child Care Act (2006) in ensuring that people disqualified under the Act **CANNOT** work in child care.

Only those affected will need to sign a declaration to this effect and confirm that they have not been prevented from working with children because of past convictions or local authority orders. If there is a possibility that you will not be able to sign this declaration, you must inform a senior member of staff (Bursar, Headmaster or Deputy Head Pastoral) who will be able to advise you about the next steps you need to take.

You will be required to confirm that you have not:

- Been barred from working with children i.e. included on the **CHILDREN'S BARRED LIST**;
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- been cautioned for, convicted of, or charged with a violent and sexual criminal offence against children or adults, at home or abroad;
 - been issued with an order against you relating to your care of children; or
 - had your registration cancelled in relation to childcare or children's homes or have been disqualified from private fostering.
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CONTACT DETAILS

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

General enquiries: hm@rgs.newcastle.sch.uk
or communications@rgs.newcastle.sch.uk

www.rgs.newcastle.sch.uk