Policy Statement on the Recruitment of Ex-offenders

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Policy Version Control

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April 2023	1.2		
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Policy Statement on the Recruitment of Ex-offenders

In accordance with the Disclosure and Barring Service Code of Practice, this policy is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at https://www.gov.uk/government/publications/dbs-code-of-practice.

- As an organisation that uses the Disclosure and Barring Service, the Trust complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure based on conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), which requires you to disclose convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020). Guidance on the filtering of 'protected' cautions and convictions which do not need to be disclosed by a job applicant can be found at the Ministry of Justice. A DBS check will therefore be carried out before the appointment to any job at any School within the Trust is confirmed. This will include details of convictions and cautions (excluding youth cautions, reprimands, or warnings) that are not 'protected' as defined by the Ministry of Justice. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- We promote 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. We select all candidates for an interview based on their competencies, qualifications and knowledge.
- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
- We select all candidates for interview based on their skills, qualifications and experience.
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview, and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- At an interview, or in a separate discussion, we ensure that an open and measured discussion takes place about any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the job sought could lead to the withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- We ensure that people at the school or Trust who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974.

Having a criminal record will not necessarily bar you from working at a school within the Trust or within the Trust central team. This will depend on the nature of the position and the circumstances and background of your offences.