



Schools for Every Child

Recruitment of ex-offenders

Approval Level	Board
Author	LF
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Trust/Template/School level	Trust
Review cycle	Annual

Approval History

Committee Approval	Status	Next Review Date
ESC 09/07/25 Board 14/07/25	Review in progress Submitted for Ratification Live Policy	July 2026

- 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), Schools for Every Child complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly
- Schools for Every Child undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Schools for Every Child can only ask an individual to provide details of convictions and cautions that Schools for Every Child are 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)
- Schools for Every Child can only ask an individual about convictions and cautions that are not protected.
- Schools for Every Child 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 dependants, age, physical/mental disability or offending background.
- Schools for Every Child has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
- Schools for Every Child 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.
- Schools for Every Child select 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.
- Schools for Every Child ensures that all those in Schools for Every Child who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- Schools for Every Child also ensures that they 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, Schools for Every Child 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.
- Schools for Every Child 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
- Schools for Every Child undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
- The recruitment of a person with anything recorded on a DBS or disclosed to the school must be agreed with the CEO prior to appointment