



POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

Policy Review

Next Review Date:	March 2028 This document should be reviewed 3 years after ratification or earlier if there is any change to national guidance, changes in process, legislation or best practice.
Version No:	3.1 - This procedure replaces all previous policy/procedure documents relating to this subject.
Consulted on:	With recognised trade unions March 2025
Ratified by:	Trust Board in March 2025
Dissemination:	The policy will be made available to all employees and job applicants

Document Control - Policy Amendments

Date	Version	Amendments/Comments	Reviewer/s
November 2021	2.0		Elaine Hammond, Director of HR
February 2025	3.0	References to 'school' updated to 'Trust' Change of responsibility for monitoring the implementation, use and effectiveness of the policy	Emma Plane, Head of Recruitment & Resourcing
October 2025	3.1	Updated branding	Emma Plane, Head of Recruitment & Resourcing

The DBS Code of Practice requires that the Trust makes available a copy of its Policy on the Recruitment of Ex-offenders to all job applicants. A policy statement is given below.

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>

This Policy does not form any part of any employee's contract of employment and may be amended at any time subject to consultation with recognised Trade Unions.

- As an organisation which 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 on the basis of 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 Ministry of Justice. A DBS check will therefore be carried out before appointment to any job at 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 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 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 interview based on their competencies, qualifications and knowledge.
- 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 interview, or in a separate discussion, we 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 job sought could lead to 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 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 the Trust. This will depend on the nature of the position and the circumstances and background of your offences.

Policy Status, Monitoring and Review

- This Policy Statement does not form any part of an employee contract of employment and may be amended at any time subject to changes in legislation or government guidance or otherwise subject to consultation with recognised Trade Unions.
- The Trust's Head of Recruitment and Resourcing and the Headteacher/Principal have joint responsibility for monitoring the implementation, use and effectiveness of this policy.
- This policy will be reviewed and monitored by the Trust as necessary.