



**Aletheia**  
Academies Trust

# **Suitability Policy – Statement on Recruitment of Ex-Offenders**

## **September 2025**

Company Number:	07801612
Approved By:	Board of Trustees
Policy Type:	Non-Statutory
Adopted On:	September 2025
Date of Next Review:	September 2027
Review Period:	Two Years

# Contents

1.	Introduction.....	3
2.	Scope and purpose .....	3
3.	Disclosures .....	4
4.	Review of policy .....	5

## **1. Introduction**

- 1.1. The Aletheia Academies Trust is committed to the fair treatment of its staff, potential staff or volunteers, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We actively 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 will select all candidates for interview based on their skills, qualifications and experience in accordance with our Recruitment and Selection Policy.
- 1.2. The Headteacher is responsible for final decisions to recruit to any post, with the exception of the Headteacher role where the Governing Body and CEO will be responsible.
- 1.3. As part of the application of this policy, the Aletheia Academies Trust may collect, process and store personal data and special categories of data in accordance with our Data Protection policy. We will comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) in relation to how we collect, hold and share personal data.
- 1.4. This policy does not form part of any employee's contract of employment and we may amend it at any time.

## **2. Scope and purpose**

- 2.1. This policy sets out how we will deal with recruitment of ex-offenders and is available to all prospective applicants at the outset of the recruitment process.
- 2.2. 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), the Aletheia Academies Trust complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The Aletheia Academies Trust undertakes not to discriminate unfairly against any subject of a criminal record check on

the basis of a conviction or other information revealed. The Code is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>

- 2.3. All job adverts, 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.
- 2.4. Staff on an interview panel will have appropriate safer recruitment training, however if there are convictions/concerns the Headteacher or CEO will make the final decision on suitability.

### **3. Disclosures**

- 3.1. Aletheia Academies Trust applies for an enhanced DBS disclosure and a check of the Children's Barred List in respect of all positions at the Aletheia Academies Trust which are defined as "Regulated Activity" in the Safeguarding Vulnerable Groups Act 2006. This is so we can determine whether an applicant is included on the Children's Barred List and to obtain other relevant suitability information.
- 3.2. The Aletheia Academies Trust can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. This includes all spent convictions and cautions, except those which are 'protected' under Part V of the Police Act 1997 and the amendments to the Exceptions Order 1975 (2013), which are not subject to disclosure to employers on DBS certificates and cannot be considered by them. Guidance on the filtering of 'protected' cautions and convictions which do not need to be disclosed by an individual can be found on the Disclosure and Barring Service website:  
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>.
- 3.3. <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.
- 3.4. A criminal record and/or any other disclosure contained in a DBS Certificate will not automatically disqualify an individual from

consideration. This will depend on the nature of the role for which they are applying and the circumstances and background of the offence.

- 3.5. Failure to reveal information or relevant offences directly relevant to the position applied for or the provision of false information could lead to withdrawal of an offer of employment or result in summary dismissal if you are in post, with possible referral to the Police.

## **4. Review of policy**

This policy is reviewed every two years by the Trust in consultation with trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.