

Policy Document

Recruitment of Ex-Offenders Policy

Policy Tier	1
Policy Owner	HR Manager/Executive Team
Ratifying Body	Approved by Trustees of Leigh Trust
Approval Date	15 th December 2025
Next Review Date	(12 months from date of approval) Reviewed July 2024 - no changes Reviewed September 2025 – no changes
Version Number	01

Applicability:

This policy applies to staff in accordance with its designated policy tier.

- Tier 1: Applies to all schools and centrally based staff and must be adopted in full without modification.
- Tier 2: Applies trust-wide but allows limited contextualisation to reflect individual school circumstances.
- Tier 3: Applies at school level and is approved and implemented through local governance arrangements

1.0 Recruitment of Ex-Offenders Policy

- 1.1 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), Leigh Trust complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
- 1.2 Leigh Trust undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- 1.3 Leigh Trust can only ask an individual to provide details of convictions and cautions that Leigh Trust 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)
- 1.4 Leigh Trust can only ask an individual to provide details of convictions and cautions that Leigh Trust 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)
- 1.5 Leigh Trust can only ask an individual about convictions and cautions that are not protected
- 1.6 Leigh Trust 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
- 1.7 Leigh Trust 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
- 1.8 Leigh Trust 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
- 1.9 Leigh Trust select all candidates for interview based on their skills, qualifications and experience
- 1.10 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

- 1.11 Leigh Trust ensures that all those in Leigh Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- 1.12 Leigh Trust 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
- 1.13 At interview, or in a separate discussion, Leigh Trust 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
- 1.14 Leigh Trust 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
- 1.15 Leigh Trust undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

This document was reviewed and revised to meet the specific needs of the Leigh Trust.