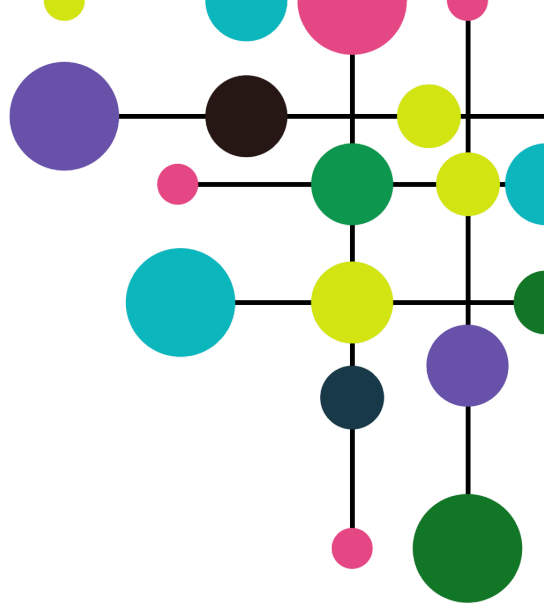
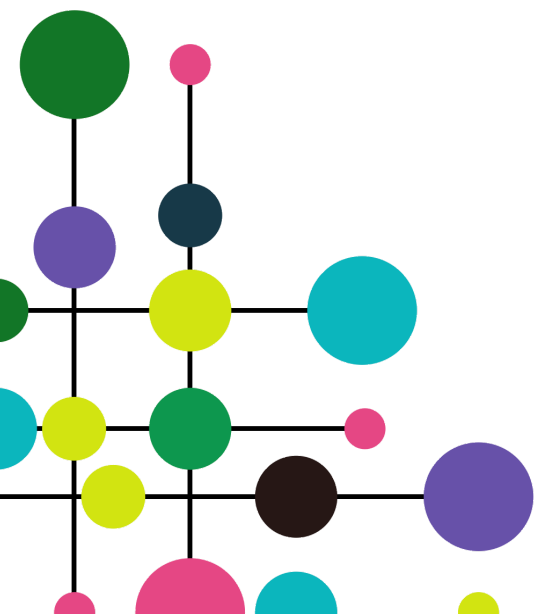




RECRUITMENT OF EX-OFFENDERS POLICY

MAT Version	2.0
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Record of Alterations
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2023)



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Policy Statement

Robin Hood Multi Academy Trust (the Trust) is committed to ensuring the safety and wellbeing of children and young people in accordance with the **Keeping Children Safe in Education (KCSIE)** statutory guidance. We are also committed to treating all applicants fairly and lawfully, in line with the **Rehabilitation of Offenders Act 1974 (ROA)**, the **Equality Act 2010**, and the **Disclosure and Barring Service (DBS) Code of Practice**.

This policy outlines our approach to the recruitment of individuals with criminal records, ensuring that safeguarding, fairness, and equality underpin all decisions.

Key Principles

Safeguarding children, young people, and vulnerable adults is central to all recruitment practices. Decisions about recruiting individuals with criminal records prioritise the safety and welfare of those in our care.

The Trust actively promotes equality of opportunity and ensures that criminal record information is only considered where relevant to the role.

No applicant is unfairly discriminated against on the basis of a spent conviction, caution, or other matter that is irrelevant to the position. Having a criminal record will not necessarily bar applicants from working at our Trust. The success of any application will depend on suitability for the job, the nature of the role, and the circumstances and background of any offences.

Recruitment decisions comply fully with the Rehabilitation of Offenders Act 1974, the DBS Code of Practice, and GDPR.

Candidates are informed of the necessity for a DBS check during recruitment and provided access to this policy.

It is a criminal offence for any person who is barred from working with children to apply for a position in a school. The Trust will make a report to the DBS and/or the police as appropriate, if it receives an application from a barred person.

Recruitment Process

Disclosure of Convictions:

Candidates applying for roles exempt under the ROA (e.g., teaching and other roles involving children) are required to disclose both spent and unspent convictions unless they are protected. All shortlisted applicants will be asked to complete a self-declaration form before the interview stage. Applicants must complete these forms accurately, and reveal all relevant convictions, as well as any other information that would make them unsuitable to work with children. Failure to reveal any relevant information could lead to the withdrawal of an offer of employment.

Examples of legally disclosable convictions include:

- Serious violent offences (e.g., assault causing grievous bodily harm).
- Sexual offences (e.g., offences under the Sexual Offences Act 2003).

- Any offences involving harm or attempted harm to children or vulnerable adults.

Risk Assessment:

A risk assessment is conducted when a DBS certificate reveals a conviction or caution. Factors considered include:

- The nature and seriousness of the offence.
- The time elapsed since the offence.
- The relevance of the offence to the role.

Open Discussions:

Applicants are encouraged to discuss disclosed convictions or cautions during interviews or in separate discussions. This will provide an opportunity for the interview panel to take the applicant's explanation into consideration. For example, we will consider:

- The seriousness of any offence and relevance to the post applied for
- How long ago the offence occurred
- Whether it was a one-off incident or a history of incidents
- The circumstances around the incident
- Whether the applicant accepted responsibility for their actions

Staff will then assess whether applicants' previous convictions or cautions make them unsuitable for the role. We will not ask applicants about protected convictions and cautions.

A section 128 check will be requested for all roles that relate to the management of the school including but not limited to governors, trustees, directors and headteachers.

Legal and Policy Framework

The Trust's recruitment practices aligns with the following;

- Keeping Children Safe In Education
- The DBS Code of Practice
- The Equality Act 2010
- Data Protection (GDPR) principles
- MAT policies for Safeguarding and Safer Recruitment

Policy Availability

This policy is available to all candidates as part of the recruitment process and can be accessed through the Trust's website or by request.