



## Policy Statement on the Recruitment of Ex-offenders

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 are committed to the fair treatment of job applicants, our staff, and users of our services regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background (all protected grounds).

We select all candidates for interview and appointment based on their competencies i.e. skills, qualifications and experience.

Any job offer will be subject to satisfactory completion of a range of statutory checks appropriate to the role. A statement to this effect is included in application forms and recruitment information.

An Enhanced DBS check will be carried out before the appointment to any job at ONE Academy Trust (including the schools within 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. <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

As a user of the DBS service, ONE Academy Trust complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure based on conviction or other information revealed. In accordance with the Disclosure and Barring Service (DBS) Code of Practice, this statement of 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>.

Job applicants will also be required to disclose their relevant criminal record if they are invited to interview. A 'relevant conviction form' will be provided for applicants to complete and bring to interview. If a criminal record is disclosed by the applicant, it will be evaluated in accordance with current legislation and safer recruitment statutory requirements for educational establishments. At all times, the information will be confidential in accordance with data protection legislation and will only be seen by those who need to see it as part of the safer recruitment process.

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 about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice](https://www.gov.uk/government/organisations/ministry-of-justice) website. If 'protected' convictions or cautions are disclosed, we will not take them into account.

Having a criminal record will not necessarily bar you from working for the Trust. This will depend on the nature of the position and the circumstances, background and nature of your offences. At interview, or in a separate meeting, we will discuss with you any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the job could lead to the withdrawal of an offer of employment. We undertake to discuss any matter revealed in a DBS check with the person seeking the job before withdrawing a conditional offer of employment.

We ensure that people at the school/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.