



TRUST IN LEARNING (ACADEMIES)

RECRUITMENT OF EX-OFFENDERS POLICY



Date Created: October 2016
 Effective From: October 2016
 Dated Adopted by the Board: October 2016
 Review Date: April 2019

Date	Page	Change	Purpose of Change
October 2016			New Policy

Introduction

It is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed.

This policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

Policy Statement

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), Trust in Learning (Academies) (TiLA) complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly
2. TiLA undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
3. TiLA can only ask an individual to provide details of convictions and cautions that TiLA 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)
4. TiLA can only ask an individual about convictions and cautions that are not protected
5. TiLA 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 dependents, age, physical/mental disability or offending background
6. TiLA 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
7. TiLA 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
8. TiLA select all candidates for interview based on their skills, qualifications and experience

9. 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
10. TiLA ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
11. TiLA 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
12. At interview, or in a separate discussion, TiLA 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
13. TiLA 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
14. TiLA undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment