

## Recruitment of Ex-offenders Policy

This policy will be reviewed by the Trust Board biennially or amended if there are any changes in legislation before that time. This policy has been approved by the recognised trade unions.

Date of last review: Spring 2022

Date of next review: Spring 2024

### Introduction

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), Greater Nottingham Education Trust (the Trust) and its academies comply fully with the DBS [code of practice](#) and undertake to treat all applicants for positions fairly.

The purpose of this policy is to set out the principles and practice of the Trust and its academies, as educational institutions, in relation to the recruitment of ex-offenders.

1. The Trust and its academies undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
2. The Trust and its academies can only ask an individual to provide details of convictions and cautions which GNET and its academies are legally entitled to know about and 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)
3. The Trust and its academies can only ask an individual about convictions and cautions that are not protected. If an individual discloses something which is protected under the Exceptions Order, we cannot take it into account.
4. The Trust and its academies are committed to the fair treatment of their 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
5. This policy on the recruitment of ex-offenders is made available to all DBS applicants at the start of the recruitment process on the Trust and its academies' websites
6. The Trust and its academies 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

7. The Trust and its academies select all candidates for interview based on their skills, qualifications and experience
8. 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
9. The Trust and its academies ensure that all those working in the Trust and its academies who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
10. The Trust and its academies also ensure that those staff 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
11. At interview, or in a separate discussion, the Trust and its academies ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Following that, a decision on the suitability of the applicant will be reached based on an assessment of the extent of the risk posed. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
12. The Trust and its academies make 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
13. The Trust and its academies will discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.