



PETERBOROUGH KEYS ACADEMIES TRUST

RECRUITMENT OF EX-OFFENDERS POLICY STATEMENT

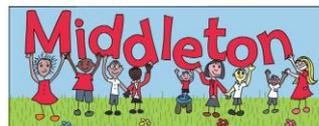
Version 1.0

August 2018

Trustee Committee: People & Infrastructure on 24 September 2018

Date Policy Reviewed: August 2018

Date of Next Review: August 2022



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1. Introduction

- 1.1 The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.
- 1.2 In accordance with the Disclosure and Barring Service Code of Practice this 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>

2. Policy Statement

- 2.1 As an organisation which uses the Disclosure and Barring service, the Board of Trustees and the Local Governing Body of the Trust's Schools comply fully with the DBS Code of Practice and undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- 2.2 We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. A DBS check will therefore be carried out before appointment to any job at any Trust School is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- 2.3 We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- 2.4 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 select all candidates for interview based on their competencies, qualifications and knowledge.
- 2.5 Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- 2.6 At interview, or in a separate discussion, we 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. Failure to reveal information that is directly relevant to the job sought could lead to withdrawal of an offer of employment.

- 2.7 We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- 2.8 We ensure that people within the 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.
- 2.9 Having a criminal record will not necessarily bar you from working within the Trust. This will depend on the nature of the position and the circumstances and background of your offences.

3. Version History

3.1 Table of Versions

VERSION	ACTION	RESPONSIBLE	DATE
1.0	Policy statement drafted using EPM Model Policy 2013 as basis	Matthew DEERE	14/08/2018

