



Staploe Education Trust

DBS EX-OFFENDERS POLICY STATEMENT

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Author:	HR
Approved by:	Infrastructure Committee
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In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all applicants for paid or unpaid roles 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>

- As an organisation that uses the Disclosure and Barring Service, the Trustees comply fully with the DBS Code of Practice and undertake not to discriminate unfairly against any subject of a disclosure based on conviction or other information revealed.
- 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 The Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020). Guidance on the filtering of 'protected' cautions and convictions which do not need to be disclosed by an applicant can be found at the [Ministry of Justice](#). A DBS check will therefore be carried out before the appointment to any role, paid or unpaid, at the Trust/School 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. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- 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 our staff, potential staff, volunteers or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
- We select all candidates for interview based on their skills, qualifications, knowledge and experience.
- Application forms and recruitment information will contain a statement that 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 position. The information will only be seen by those who need to see it as part of the recruitment process.
- 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 role sought could lead to the withdrawal of an offer of employment or voluntary role.
- We undertake to discuss any matter revealed in a disclosure with the applicant before withdrawing a conditional offer of employment.
- We ensure that people at the Trust/School 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.

Having a criminal record will not necessarily bar you from working at the Trust/School. This will depend on the nature of the position and the circumstances and background of your offences.

Policy Review

Policies will normally be reviewed on a 3-year cycle unless otherwise stated. This review may be brought forward as required by the Trust to reflect changes in supporting advice/guidance.