



# Policy Statement on the Recruitment of Ex-Offenders

**The DBS Code of Practice requires that each Academy within the Trust makes available a copy of its 'Policy Statement on the Recruitment of Ex-Offenders' to all job applicants.**

## Policy Statement of the Recruitment of Ex-Offenders

In accordance with the Disclosure and Barring Service (DBS) Code of Practice, “this policy statement is made available to all job applicants at the outset of the recruitment process and is located on the Constellation Trust website. The DBS Code of Practice is available at [www.gov.uk/government/publications/dbs-code-of-practice](http://www.gov.uk/government/publications/dbs-code-of-practice)”

### 1 General Principles

- 1.1 As an organisation that uses the DBS, the Trust Board complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a disclosure based on a conviction or other information revealed.
- 1.2 We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. A DBS check will be carried out before appointment to any job within the Trust 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.
- 1.3 We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- 1.4 We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of applicants, including; those with criminal records. We select all applicants for interview based on their competencies, qualifications and knowledge.
- 1.5 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.
- 1.6 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.
- 1.7 We undertake to discuss any matter revealed in a disclosure with the person seeking the job before withdrawing a conditional offer of employment.

- 1.8 We ensure that people at the academies within the Trust who are involved in the recruitment process, have access the 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 relation to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- 1.9 **Please note: 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.