



# MARISH

## Academy Trust



# Recruitment of ex-offenders Policy

**Version 3.0**

**Date:** December 2016

## ***Recruitment of Rehabilitated Offenders Policy***

Marish Academy Trust is committed to equality of opportunity for all job applicants and aims to select people for employment on the basis of their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training. In fact we undertake not to discriminate against 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.

We are also fully committed to assessing applicants' suitability for employment in positions of trust and comply fully with the Disclosure and Barring Service (DBS, formally known as CRB) Code of Practice on the recruitment of ex-offenders.

Under this Code of Practice, the Academy Trust is required to treat all applicants fairly and to ensure it does not discriminate because of a conviction, criminal record or other information revealed through the DBS. The Code of Practice also obliges all registered bodies to have a written policy on the recruitment of ex-offenders; a copy of is made available to all applicants at the outset of the recruitment process.

In line with this policy, we 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. We select all candidates for interview based on their skills, qualifications and experience.

All applications for positions within Marish Academy Trust require a DBS check because all employers have considerable access to children. Therefore all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position and we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process.

We request that this information is discussed confidentially with the Academy Trust HR manager and if necessary details are sent under separate, confidential cover. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position requires us to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Marish Academy who are involved in the DBS part of the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure 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.

If we need to discuss any offences or other matter that might be relevant to the position with you, we will invite you to a separate confidential meeting. Failure to reveal information concerning offences that are directly relevant to the position sought could lead to withdrawal of an offer of employment but we undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

## Confidentiality

Confidentiality of information throughout the whole process of disclosure is paramount.

All documents relating to the disclosure information will only be made available to the Academy Trust HR Manager and the senior leader responsible for recruiting to the post and will be kept in a lockable and non-portable storage container. Disclosures will be disposed of by shredding 6 months after receipt.

## Governing Body Approval

This policy is reviewed and approved by the Strategic Board of Marish Academy Trust every two years

Version	Approved	Next Review	Comments
1.0	February 2013	Spring 2015	
2.0	January 2015	Autumn 2016	
3.0	December 2016	Autumn 2018	

## Appendix 1- DBS Code of Practice

The current code of practice of the DBS can be found at

<http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/cop?view=Binary>

Please note: Although the code of practice document, which is published under section 122(2) of the Police Act 1997, has not been rebranded with the DBS logo or new terminology, organisations who receive certificate information from the DBS should still comply with the obligations set out in the document