



**Great Academies  
Education Trust**

# **RECRUITMENT OF EX OFFENDERS**





It is a legal requirement that all registered bodies and prospective employers must treat job applicants who have a criminal record fairly; and not discriminate because of a conviction or other information revealed. Registered Bodies and employers who are Regulated Activity Providers (including schools) are obliged to have a written policy on the recruitment of ex-offenders, which is available on the Great Academies Education Trust website.

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), Great Academies Education Trust complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.

- Great Academies Education Trust undertakes not to discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed.
- Great Academies Education Trust is committed to the fair treatment of its staff, potential staff, or users of its services, regardless of race, sex, gender reassignment, pregnancy and maternity, religion or belief, marriage and civil partnership, sexual orientation, age, disability, or offending background.
- Great Academies Education Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records.
- Great Academies Education Trust selects all candidates for interview based on their skills, qualifications, and experience.
- A significant number of Trust employees work in regulated activity with children and are therefore subject to checks of the children's barred list in addition to an enhanced DBS certificate. All employees are required to undertake a DBS check.
- Great Academies Education Trust ensures that those employees in the Trust who are involved in the recruitment process, have been suitably trained to identify and assess the relevance and circumstances of offences.
- Great Academies Education Trust also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.
- At interview, or in a separate discussion, Great Academies Education Trust ensures that an open and measured discussion takes place about any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant could lead to withdrawal of an offer of employment. Great Academies Education Trust undertakes to discuss any matter revealed on a DBS certificate with the individual applying for the position before withdrawing a conditional offer of employment. It is an offence to seek employment in regulated activity if you are on a barred list.



- We expect shortlisted applicants to provide details of any criminal record history that is not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013) prior to interview. This information is to be provided using the Form which will be given to you at the shortlisting stage of the recruitment process.
- Applicants should disclose details of any unspent convictions, cautions, reprimands, bind-overs and final warnings issued in addition to any criminal proceedings pending.
- Applicants should not disclose any criminal history that would be protected or filtered.
- Disclosed information will only be considered for shortlisted applicants.
- The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.
- For appropriate roles, we will undertake a Disclosure and Barring Service (DBS) check, which reveals both spent and unspent convictions, cautions, reprimands, and final warnings; and any other information held by local police that is considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (**as amended in 2013 and 2020**) will not appear on a DBS certificate.
- Any data processed as part of the checks will be processed in accordance with data protection regulations and the Trust's privacy notice.