



Policy statement on the recruitment of ex-offenders

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), The GORSE Academies Trust complies fully with the code of practice and undertakes to treat all applicants for positions fairly. The Academy/College undertakes not to discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed.

- The GORSE Academies Trust can only ask an individual to provide details of convictions and cautions that the Academy/College are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), the Academy/College can only ask an individual about convictions and cautions that are not protected.
- The GORSE Academies Trust is committed to the fair treatment of its 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.
- This policy statement is made available to all DBS applicants at the outset of the recruitment process.
- 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.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure required, all application forms, job adverts, and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we request that applicants called for interview provide details of their criminal record. We request that the declaration form (within the application pack) is completed and placed in an envelope addressed to the Chair of the Interview Panel and 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 allows The GORSE Academies Trust to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined by Rehabilitation of Offenders Act 1974 (updated 2013 & 2020).
- We ensure that all staff at The GORSE Academies Trust who are involved in 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.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position. Failure

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to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or disciplinary action which could result in dismissal.

- The GORSE Academies Trust make every subject of a (DBS) Disclosure aware of the existence of the DBS code of practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the individual seeking the position before withdrawing a conditional offer of employment.

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

Applicants can refer to the guidance and criteria on the DBS website, which explains the filtering of old and minor cautions and convictions, which are now 'protected'.

See Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013; and Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013.