

Policy on the Recruitment of Ex-Offenders

Future Academies is committed to safeguarding and promoting the welfare of children and young people and to ensuring that applicants with a criminal record are treated fairly throughout the recruitment process.

This policy is made available to applicants at the outset of the recruitment process.

Our approach

Future Academies complies with the **Disclosure and Barring Service (DBS) Code of Practice** and undertakes to treat all applicants fairly. The Trust will not discriminate unfairly against any applicant on the basis of a conviction, caution or other information revealed as part of a criminal record check.

The Trust actively promotes equality of opportunity and welcomes applications from candidates with the appropriate skills, qualifications, experience and potential, including those who have a criminal record.

Candidates are selected for interview on the basis of their skills, qualifications, experience and suitability for the role.

DBS checks and criminal record information

Where a position is eligible for a Standard or Enhanced DBS check, the Trust will only ask an individual to disclose convictions, cautions or other criminal record information that it is **legally entitled to know about**.

Applicants are **not required to disclose protected convictions or cautions** which are subject to the DBS filtering rules.

Recruitment information will make clear where a position is subject to a DBS check and the level of check required. Where the position involves regulated activity with children, the appropriate Children's Barred List check will also be undertaken.

Where a role involves regulated activity relevant to children, applicants will be informed that **it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children**.

Self-Declaration

In accordance with *Keeping Children Safe in Education*, candidates who are **shortlisted** will be required to complete a Safer Recruitment Self-Declaration.

Candidates should not provide criminal record information as part of their initial application unless specifically requested to do so.

The self-declaration will only seek information that the Trust is legally entitled to request and information relevant to assessing the candidate's suitability to work with children.

Consideration of Disclosed Information

Having a criminal record will **not automatically prevent an individual from working for Future Academies.**

Where relevant information is disclosed by a candidate or subsequently revealed through the safer recruitment checking process, the Trust will consider the information fairly and on an individual basis.

Consideration may include:

- the nature, seriousness and relevance of the offence or other information;
- how long ago the matter occurred;
- the circumstances surrounding the matter;
- whether there is a pattern of offending;
- the applicant's explanation and circumstances since the offence; and
- the nature of the position and the level of safeguarding responsibility involved.

Where appropriate, an open and measured discussion will take place with the candidate before a final recruitment decision is made.

Failure to disclose information that a candidate has been **legally required to disclose** may result in an offer of employment being withdrawn or, where employment has commenced, action being considered under the Trust's relevant procedures.

Confidentiality

Information relating to criminal records and DBS checks will be treated confidentially and will only be made available to individuals who require access to it as part of their duties.

The Trust will handle, store, retain and dispose of DBS information in accordance with the DBS Code of Practice, data protection requirements and the Trust's relevant policies.

Training and Recruitment Decisions

Employees involved in recruitment will receive appropriate safer recruitment training and guidance to enable them to understand the relevant requirements and appropriately consider information disclosed during the recruitment process.

Any decision relating to disclosed criminal record information will be based on the relevance of that information to the position and the individual's suitability to work with children.

Having a criminal record will not necessarily prevent an individual from being appointed by Future Academies. Each case will be considered fairly and on its individual circumstances, taking account of the nature of the position and the relevance of the information disclosed.