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| **RECRUITMENT OF EX-OFFENDER POLICY** |
| **Tees Valley Education Trust** |

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| Version: | 1.0 |
| Ratified by: | Trust Board |
| Date ratified: | November 2021 |
| Name of originator/author: | HR Alchemy |
| Circulated to: | All staff |
| Date issued: | November 2021 |
| Review date: | November 2022 |
| Target audience: | ALL TRUST EMPLOYEES |



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# RECRUITMENT OF EX-OFFENDERS

1. Tees Valley Education Trust is required to send a copy of its policy on the recruitment of ex-offenders to all job applicants.
2. The Trust Board fully complies with the DBS Code of Practice and will not discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.
3. All applicants are subject to a DBS check before the job appointment is confirmed; this includes details of convictions, cautions and reprimands, as well as spent and unspent convictions. A positive disclosure will not necessarily prohibit a candidate from being offered a position.
4. The Trust will not take into account any minor or old convictions which are ‘protected’ from disclosure when considering an applicant, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2015)
5. The Trust is committed to the fair treatment of all applicants, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental disability or offending background.
6. The Trust promotes equal opportunity and welcomes applicants from a wide range of backgrounds, including those with criminal records.
7. Candidates are selected for interviews based on their skills, qualifications and expertise.
8. All application forms and recruitment notices will contain a statement that a disclosure will be requested if a position is offered.
9. All applicants are encouraged to provide details of their criminal record at the earliest stage possible. This may be sent under a separate and confidential cover.
10. All applicants will be made aware of the existence of the DBS Code of Practice and will be provided with a copy on request.
11. The Trust is committed to ensuring all disclosure information will only be seen by those who require access as part of their duties.
12. The Trust will discuss any matters revealed on a DBS certificate with the applicant before withdrawing a conditional offer of employment.
13. At the interview, or in a subsequent discussion, open and measured discussion will take place on the subject of the offences.
14. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of any offer made.
15. Legal advice is available for all involved in the recruitment process to ensure they can identify and assess the relevance and circumstances of offences.
16. All recruitment personnel have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders.

# MONITORING AND REVIEW

1. The Trust Board will review this policy annually ensuring that all procedures are up-to-date.
2. Any changes made to this policy will be communicated to all members of staff.

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