

RECRUITMENT AND EMPLOYMENT OF EX-OFFENDERS POLICY

**Issued: May 2016
Reviewed: August 2017
Next Review Due: August 2020**

Application

The Bradford Diocesan Academies Trust (BDAT) is committed to being an Equal opportunities employer and this policy aims to ensure that ex-offenders receive fair treatment throughout their experience of recruitment and employment within our organisation.

- BDAT recognises our social responsibility and position within the community. We appreciate the role that continuity of employment can play in the rehabilitation of ex-offenders when matched to appropriate posts. A criminal record is not an automatic bar to employment with this organisation. The specific details of each ex-offenders case will be considered on an individual basis. In each instance, we will determine whether a candidate has the skills and experience for the post, taking account of the impact of the criminal record upon the needs of the post.
- We will ensure that application forms for positions where Disclosures will be requested contain a statement that a Disclosure will be requested in the event of a successful application, so that the applicants are aware of the situation.
- To assist us in this assessment, all applicants and volunteers will be asked to provide details of unspent criminal records at the initial application stage. In line with the Rehabilitation of Offenders Act 1974, details of spent convictions will be requested from applicants for posts which are considered exempt from the Act due to the responsibilities of the role, predominantly posts which include working with children and/or vulnerable adults. The following question will be entered on all application forms where we are eligible to ask exempted questions – ‘Have you ever been convicted of a criminal offence or received a caution, reprimand or warning?’
- We will, at all times, exercise extra vigilance and diligence when recruiting to these posts and will undertake relevant criminal conviction checks as part of our recruitment and employment action when appropriate. Where details of spent convictions are required, they will be obtained in conjunction with the applicant and member of staff via the Disclosure and Barring Service (DBS). BDAT will adhere to the DBS Code of Practice at all times and, as required by the DBS, a copy of the Policy on the Recruitment and Employment of Ex-Offenders will be made available to all applicants and staff who undergo a criminal records check.
- All information received as part of this process will be treated as highly confidential, the security, storage and retention of applicant and staff criminal records information will be as required by the DBS.
- Once in employment, staff and volunteers should inform their line manager, in confidence, of any changes to their circumstances affecting their criminal records status, in order that the impact upon their suitability to undertake their role may be reviewed.

- At interview, BDAT aims to ensure that an open and measured discussion takes place on the subject of any offence or other matter that might be relevant to the position sought and could lead to withdrawal of an offer of employment.
- BDAT will make every subject of a Criminal Record check aware of the existence of the DBS code of practice and make a copy available on request.
- BDAT undertakes to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- We will make the applicant aware of our policy and ensure that relevant statements are made during the application process