



# **RECRUITMENT OF EX-OFFENDERS POLICY**

<b>Approved by:</b>	Chief Executive Officer	<b>Date:</b>
<b>Last reviewed:</b>	January 2026	
<b>Next review due by:</b>	January 2028	

All positions within the Trust are exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

All applicants must therefore declare all previous convictions and cautions including those considered 'spent' except those which have been filtered in accordance with the DBS filtering rules - Please refer to <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

- Enhance Academy Trust follows the DBS code of practice on the employment of offenders and undertakes to treat all applicants fairly. DBS code of practice [www.gov.uk](https://www.gov.uk)
- As a Trust using the disclosure and barring checking service to assess applicants' suitability for positions of Trust working with children, the Trust undertakes not to discriminate unfairly against any person who is the subject of a DBS check on the basis of a conviction or other information revealed.
- The Trust is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- The Trust actively promotes equality of opportunity for all applicants with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. The CEO/Headteacher/Panel Members will select candidates for interview based on their skills, qualifications and experience.
- All positions require an enhanced DBS check and, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being provisionally offered the position.
- As part of the recruitment process, those candidates who are shortlisted for interview will be required to complete a Self-Declaration of Criminal Record form. The form will be held securely and destroyed after a maximum period of 6 months. The Trust will guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- The Trust will only ask an individual to provide details of convictions and cautions that Enhance Academy Trust are legally entitled to know about. Please refer to [new guidance on the rehabilitation of ex-offenders act 1974](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-ex-offenders-act-1974) for further information regarding the new filtering rules for DBS certificates (from 28 November 2020 onwards) and clarification of what convictions must be declared.
- The Trust ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- The Trust is aware of its obligations under the Rehabilitation of Offenders Act 1974. Candidates should be aware that all roles at the Trust are exempt from the provisions of this Act.
- At interview, or in a separate discussion, the Trust will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected, or if the failure to disclose is discovered after employment has commenced, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.
- The Academy undertakes to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar the

applicant from working at Pickwick Academy Trust. Each case will be decided on its merits and depend on the nature of the position and the circumstances

- It is a criminal offence for any person who is barred from working with children to apply for a position at the Trust, any applications received by a barred person will be referred to the Police and/or DBS

## REFERENCES AND USEFUL LINKS

### Disclosure & Barring Service:

- [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)
- Detailed information, fact sheets and FAQs
- Filtering guidance from 28 November 2020

### Ministry of Justice:

- [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 \(and self-disclosure\)](#)

### National Association for the Care and Resettlement of Offenders (Nacro):

- [Criminal record support service – advice for applicants and employers](#)
- [Practical guidance on DBS Filtering](#)

### Unlock – Organisation providing advice for those with criminal records:

- [Help or advice with a criminal record](#)
- [Which cautions and convictions will be removed from a standard or enhanced DBS disclosure? Filtered and protected convictions](#)

## DOCUMENT CONTROL - CHANGE HISTORY

Issue No	Date Revised	Amended by	Summary of changes
01	Jan 2020		Version 1
02	Jan 2024		Version 2
02	Jan 2026	Claire Lawless	Document control page added. Reference and useful links added page added.