
Recruitment of Ex-Offenders Policy



Created: Mar 2007

Responsible person: Claire Quick

Approved:

Reviewed: November 2014 & February 2021 by Matt Bryan

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Exeter Royal Academy for Deaf Education (the Academy) complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

The Academy is committed to the fair treatment of its staff, potential staff or users of its services, regardless of gender, marital status, race, ethnic origin, colour, transgender, maternity/pregnancy, nationality, national origin, disability, sexuality, responsibilities for dependents, offending background, religion or age.

The Academy actively promotes 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.

An enhanced Disclosure is required for all new staff, volunteers, consultants, governors and trustees prior to appointment being confirmed. 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 encourage all applicants called for interview to provide details of any unspent or unfiltered convictions through the completion of a declaration form that must be submitted in a sealed envelope prior to the interview. We will ensure that this information will only be seen by those who need to see it as part of the recruitment process and will only be opened if a conditional offer is made.

We will ensure that an open and measured discussion takes place on the subject of any unspent or unfiltered convictions that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of the offer of employment. We shall discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. Any decision regarding the withdrawal of an offer of employment will be made by Director of Finance & Resources and the Designated Safeguarding Lead. If necessary there may be occasions where the Principal is involved in making this decision.

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

A copy of the DBS Code of Practice is available on request.