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Statement of the Employment of Ex-Offenders

All posts which involve working directly with children and young people in schools are subject to a satisfactory Enhanced with Barred List(s) DBS check.

Shortlisted candidates are obliged to disclose any unspent convictions, cautions, reprimands or warnings, not protected under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, (2013 and 2020)). Failure to disclose this information could lead to the offer of employment being withdrawn. Having a criminal record will not necessarily bar people from working with children and should not be used to discount applications. The severity, nature, circumstances and timing of the conviction will need to be taken into consideration.

The Cranmer Education Trust's policy on the recruitment of ex-offenders is to:

- not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed;
- only ask an individual to provide details of convictions and cautions that the Cranmer Education Trust is legally entitled to know about;
- only ask an individual about convictions and cautions that are not protected;
- be committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background;
- make this written statement available to all DBS applicants;
- actively promote 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;
- select all candidates for interview based on their skills, qualifications and experience;
- only submit an application for a criminal record check when it is relevant to the position concerned. For those positions where a criminal record check is identified as necessary, recruitment information will be clear that an application for a DBS certificate will be submitted in the event of the individual being offered the position;
- ensure that all recruiters at the Cranmer Education Trust have access to competent advice on how to assess the relevance and circumstances of offences;
- ensure that shortlisted applicants provide details of any criminal record history that is not protected as defined by Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975,2013 and 2020. If the completed disclosure is not returned prior to

interview, the Trust reserves the right to withdraw the offer of interview. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

- ensure that at interview, or in a separate discussion, an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment and enquiries will be made of the candidate as to the reasons for the lack of disclosure.
- make every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request;
- undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment