KEYS ACADEMIES TRUST

Recruitment of Ex-Offenders Statement Version 1.2



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1. Policy Statement

1.1. At the heart of our mission is the belief that every individual has untapped potential waiting to be unlocked. By fostering an environment that challenges and supports growth, we want to create pathways for social mobility. By providing the right tools, guidance, and opportunities, we enable each person to overcome barriers and reach their fullest potential.

1.2. We want our schools to not only places of learning but vibrant communities where every person feels they truly belong. Within this students, teachers, and support staff alike should feel they are developing and succeeding. This success should be an achievable reality for all, irrespective of background or circumstance. It may be quite different for each of us, but the key is the feeling of pride in doing well and enjoyment of the journey.

1.3. We are committed to building inclusive environments where the uniqueness of every individual is celebrated, and where collective growth is the norm.

2. Change Summary

2.1. No notable changes since first policy iteration.

3. Introduction

3.1. The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

3.2. In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at https://www.gov.uk/government/publications/dbs-code-of-practice

4. Policy Statement

4.1. As an organisation which uses the Disclosure and Barring service, the Board of Trustees and the Academy Committees of the Trust's Schools comply fully with the DBS Code of Practice and undertake not to discriminate unfairly against any subject of a Disclosure based on conviction or other information revealed.

4.2. We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), which requires you to disclose convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020). Guidance on the filtering of 'protected' cautions and convictions which do not need to be disclosed by a job applicant can be found at the Ministry of Justice. A DBS check will therefore be carried out before appointment to any job at any Trust School is confirmed. This will include details of convictions and

cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice. A criminal record will not necessarily be a bar to obtaining a position.

4.3. We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.

4.4. We 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. We select all candidates for interview based on their competencies, qualifications and knowledge.

4.5. We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

4.6. We select all candidates for interview based on their skills, qualifications and experience.

4.7. Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.

4.8. At interview, or in a separate discussion, we 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. Failure to reveal information that is directly relevant to the job sought could lead to withdrawal of an offer of employment.

4.9. We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.

4.10. We ensure that people within the Trust who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

4.11. **Having a criminal record will not necessarily bar you from working within the Trust.** This will depend on the nature of the position and the circumstances and background of your offences.

5. Version History

VERSION	ACTION	RESPONSIBLE	DATE
1.0	Policy statement drafted using EPM Model Policy 2013 as basis	Matthew DEERE	14/08/2018
1.1	Routine review and update conducted in conjunction with EPM Model Policy	Matthew DEERE	10/08/2022

1.2	Policy reviewed in line with review schedule	Sarah BYFORD	23/02/2026