

***Recruitment of  
Ex-Offenders Policy***  
***September 2022***

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1. This policy on the recruitment of ex-offenders is made available to all applicants at the outset of the recruitment process.
2. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), The JCB Academy complies fully with the [DBS Code of Practice](#) and undertakes to treat all applicants for positions fairly.
3. The academy makes every subject of a criminal record check submitted to the DBS aware of the existence of the DBS Code of Practice and makes a copy available on request.
4. The academy undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
5. The academy can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about and that are not protected.
6. A DBS certificate at enhanced level which includes a check of the Children's Barred List will be requested where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended.
7. For those positions where a criminal record check is identified as necessary, all application forms and job adverts will contain a statement that an application for an enhanced DBS check will be submitted in the event of the individual being offered the position.
8. The academy is committed to the fair treatment of its staff, potential staff or users of its service regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
9. The academy actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applicants from a wide range of candidates, including those with criminal records.
10. The academy selects all candidates for interview based on their skills, qualifications and experience.



11. The academy ensures that all staff involved in recruitment decisions have been suitably trained to identify and assess the relevance and circumstances of offences. The academy also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
  12. At interview, or in a separate discussion, it is ensured 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 position sought could lead to withdrawal of an offer of employment.
  13. Any matter revealed in a disclosure will be discussed with the applicant before withdrawing a conditional offer of employment.
  14. Having a criminal record does not necessarily mean being barred from working with the academy. This will depend on the nature of the position and the circumstances and background of the offences.
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