



Trust Policy on the Recruitment of Ex-Offenders

- a. Pickwick Academy Trust follows the DBS code of practice on the employment of offenders and undertakes to treat all applicants fairly.
[DBS code of practice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/db-code-of-practice)
- b. 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.
- c. 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.
- d. 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 headteacher/recruiting manager will select candidates for interview based on their skills, qualifications and experience.
- e. 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.
- f. 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.
- g. The trust will only ask an individual to provide details of convictions and cautions that Pickwick Academy Trust are legally entitled to know about. Please refer to <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-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.

- i. 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.
- j. 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.
- k. 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. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- l. 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.
- m. Having a criminal record will not necessarily bar the applicant from working at Pickwick Academy Trust. It will depend on the nature of the position and the circumstances.

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