

POLICY ON THE RECRUITMENT OF EX-OFFENDERS

1. The Two Counties uses the Disclosure and Barring Service (DBS) to assess an applicant's suitability for positions of trust. The Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly.
2. The Trust undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction, caution or any other information received, and having a criminal record will not necessarily bar an applicant from working for the Trust or undertaking a placement; this will depend on the nature of the position and the circumstances of the offence.
3. We are committed to the fair and equal treatment of potential and existing employees. Please refer to the Equality & Diversity Policy for further details.
4. The Trust actively promotes equality of opportunity for all, with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. The Trust selects candidates for interview on objective criteria outlined in the person specification, based on skills, qualifications, knowledge and experience.
5. The Trust is an exempted institution as all employees have the potential to come into contact with children and vulnerable groups as defined within the Safeguarding and Vulnerable Groups Act 2006.
6. As such a satisfactory Enhanced DBS Disclosure with a barred check will be obtained for those posts which meet the definition of Regulated Activity within the Protection of Freedoms Act 2012.
7. The Trust's recruitment information states that a satisfactory Enhanced DBS Disclosure and Barred check will be requested in the event of the individual being offered employment.
8. The Trust has nominated the Head of HR to make decisions and ensure a framework is in place regarding the employment or placement of those with a criminal record, operationally this responsibility is delegated to the Headteacher in each school/ academt.
9. In all cases, the Trust undertakes to complete a risk assessment and discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing any conditional offer of employment or placement. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

10. General Data Protection Regulation

- 10.1 All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

Document management

Review cycle:	Every two years
Next review due:	May 2020
Policy owner	Head of Human Resources
Equality Analysis completed:	August 2017