

Recruitment and Selection Policy

Statement on the Employment of Ex-Offenders



It is a legal requirement that all registered bodies and prospective employers must treat applicants subject to a Disclosure and Barring Service check who have a criminal record fairly and not discriminate because of a conviction or any other information revealed during the recruitment process. Registered bodies and employers who are Regulated Activity Providers (which includes academies and schools) are obliged to have a written policy on the recruitment of ex-offenders, which is available at the outset of recruitment process.

Policy Statement

1. 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), HCAT complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS check based on a conviction or other information revealed.
2. HCAT is committed to the fair treatment of all 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.
3. A summary of this written policy on the recruitment of ex-offenders is available to all applicants on request.
4. HCAT actively promotes 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 skills, qualifications, and experience.
5. As a Regular Activity Provider all paid employees of HCAT, Governors and Trustees are in regulated activity and therefore subject to checks with the DBS. All adverts contain a statement confirming to potential applicants that a DBS check will be completed for the successful applicant.
6. In relation to volunteers, we will request a DBS check after a risk assessment has indicated that one is both proportionate and relevant to the position concerned.
7. HCAT 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. Advice and guidance will be sought from the HR Department as appropriate.
8. At the interview stage applicants are asked to complete a criminal record declaration form giving details of any criminal record history that is not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The

criminal record declaration form includes guidance on what should and should not be disclosed. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

9. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place about 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.
10. HCAT makes every subject of a DBS check aware of the existence of the [code of practice](#) and makes a copy available on request.
11. The Principal/Headteacher/Head of School of each academy undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by the HR Department.