



Staploe Education Trust

# **DBS Statement on the Recruitment of Ex- offenders**

Version:	2.0
Author:	HR
Approved by:	Infrastructure Committee
Date:	Spring 2025
Review date:	Spring 2028

In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all job applicants for at the outset of the recruitment process.

1. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>
2. As an organisation which uses the Disclosure and Barring Service, Staploe Education Trust complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
3. Staploe Education Trust meets 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 [Ministry of Justice](#). A DBS check will therefore be carried out before appointment to any job at the Trust or any of its schools 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. Staploe Education Trust is committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
5. 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.
6. 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.
7. We select all candidates for interview based on their skills, qualifications and experience.
8. Application forms and recruitment information will contain a statement that 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.

9. At interview, or in a separate discussion, Staploe Education Trust ensures 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 job sought could lead to the withdrawal of an offer of employment.
10. Staploe Education Trust undertakes to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
11. We ensure that people at the Trust/School who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. Staploe Education Trust also ensures 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.

**Having a criminal record will not necessarily bar you from working at Staploe Education Trust or one of its schools.** This will depend on the nature of the position and the circumstances and background of your offences.

### **Policy Review**

Policies will normally be reviewed on a 3-year cycle unless otherwise stated. This review may be brought forward as required by the Trust to reflect changes in supporting advice/guidance.