



# MacIntyre Academies

## Recruitment of Ex-Offenders Policy Statement

Version	Purpose/ Change	Responsibility	Date
2	Front page person responsible changed from COO to CEO.	CEO	11.12.19

**Person Responsible:** Chief Executive Officer  
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**Date of next review:** Dec-2022

## Recruitment of Ex-Offenders Policy Statement

### 1. Introduction

It is a legal requirement that all registered bodies and prospective employers must treat DBS applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges registered bodies and employers who are Regulated Activity providers (including schools) to have a written policy on the recruitment of ex-offenders, a copy of which can be made available to DBS applicants at the outset of the recruitment process.

This policy statement should be read alongside our Equal Opportunities policy.

### 2. Policy Statement

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, MacIntyre Academies Trust ('MacIntyre Academies' or 'MAT') 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 on the basis of a conviction or other information revealed.

- MacIntyre Academies is committed to the fair treatment of its 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.
- A summary of this written policy on the recruitment of ex-offenders is made available to all DBS applicants upon request, and is published in the 'work for us' section of the MacIntyre Academies website.
- MacIntyre Academies actively 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. MacIntyre Academies' select all candidates for interview based on their skills, qualifications and experience.
- As a Regulated Activity provider (RAP) all paid employees at MacIntyre Academies are in regulated activity and therefore subject to checks with the DBS.
- In relation to volunteers and contractors, we only request a DBS check after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.
- For those positions where a DBS check is required, 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 offered the position.
- MacIntyre Academies ensures that all applicants are aware of the changes to the Rehabilitation of Offenders legislation in 2013 which removed the duty on individuals to declare all spent convictions and allowed criminal history to be filtered and some minor offences to be 'protected'
- MacIntyre Academies encourage all applicants called for interview to provide details of any unprotected criminal record at an early stage in the application process. We request that this information is completed initially within the application form. This information is not accessible

to panel members during the short-listing process and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

- MacIntyre Academies ensures that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. MacIntyre Academies also ensures that they have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974 and its amendments in 2013) and know how to access advice and support from the DBS or HR.
- At interview, or in a separate discussion, MacIntyre Academies 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.
- MacIntyre Academies makes every subject of a DBS check aware of the existence of the Code of Practice and makes a copy available on request.
- MacIntyre Academies undertakes to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by a Senior Leader from MacIntyre Academies and/or by our HR Team.