

## Recruitment of Ex-Offenders Policy Statement

This policy is prescribed by The Good Shepherd Trust and all reference to 'the Trust' includes all Trust schools, the central team and subsidiary organisations.

Date adopted: 01/09/2021	Last reviewed: 17/09/2025
Review cycle: Every 2 years	Is this policy statutory? Yes
Approval: CEO	Author: Head of HR
Next Review Date: 09/2027	

### Revision record

Minor revisions should be recorded here when the policy is amended in light of changes to legislation or to correct errors. Significant changes or at the point of review should be recorded below and approved at the level indicated above.

Revision No.	Date	Revised by	Approved date	Comments
1	28/08/2022	Alex Clark	n/a	Amended paragraph numbers for KCSiE 2022
2	04/04/2024	David Bird		Amended paragraph numbers for KCSiE 2023
3	17/09/2025	David Bird		Updated statement and links. Enhanced clarity, tone, legal accuracy, and inclusivity.

### Introduction

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

### Policy Statement

As an organisation using the [Disclosure and Barring Service](#) (DBS) checking service to assess applicants' suitability for positions of trust, The Good Shepherd Trust 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. However, we reserve the right to withdraw an offer of employment if an applicant does not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make an applicant unsuitable for the role.

The Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of gender, pregnancy and maternity, ethnicity, culture, age, disability, sexual orientation, gender identity, religion or belief, marital and civil partnership status, education, learning styles, caring responsibilities or offending background.

A summary of this policy on the recruitment of ex-offenders is available to all DBS applicants on request and is published on the Trust's website.

We 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. We select all candidates for interview based on their skills, knowledge, and experience.

### **Regulated Activity**

As a [Regulated Activity Provider](#) (RAP) most paid employees of the Trust are in [regulated activity](#) with children and therefore subject to checks of the DBS children's barred list, in addition to their enhanced DBS certificate. It should be noted that it is an offence for applicants to apply for such a role if they have been barred from engaging in regulated activity relevant to children.

Paragraphs 310-311 of [KCSIE 2025](#) explains the type of DBS checks available and whether the DBS check is required with or without the barred list check. In respect of volunteers and contractors etc, schools will use this information to determine the appropriate level of check required for the role. It is noted that barred list information must not be requested on any person who is not engaging in or seeking to engage in regulated activity.

For those positions where a DBS check is required, recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

### **Shortlisting**

If an applicant is shortlisted for a role, they will be asked to complete a disclosure of criminal convictions form in our secure online recruitment system. This information will only be seen by those who need to see it as part of the recruitment process. Please note that this may include members of the Trust central team and the Local Authority Designated Officer (LADO), as applicable.

### **Selection - interviewing**

We ensure that at least one person on every recruitment panel, has undertaken safer recruitment training. We also ensure that the recruitment panel have access to appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and its amendments and know how to access advice and support from our [HR team](#).

### **Record Keeping**

It is a legal requirement that all registered bodies and prospective employers treat DBS applicants with criminal records fairly and without discrimination. Organisations that are Regulated Activity Providers (including schools) must have a written policy on the recruitment of ex-offenders, which is made available to applicants at the start of the recruitment process.

At interview, or on a separate occasion, we ensure that an open and measured discussion takes place on the subject of any relevant offences or other matter that may be relevant to the position. Having a criminal record will not necessarily bar an individual from working with us. We will consider the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.

### **Offering Employment**

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before considering withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by our HR team or another Trust employee, in conjunction with the LADO.