

Recruitment of Ex-Offenders

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), Bede Academy complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. Bede Academy undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Bede Academy will ask an individual to provide details of convictions and cautions which are protected. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended).

Bede Academy 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.

The policy on the recruitment of ex-offenders is made available to all DBS applicants at the outset of the recruitment process.

Bede Academy 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. The Academy selects all candidates for interview based on their skills, qualifications and experience. The particular criteria for each position of employment are set out in the Job Description.

For all posts at the Academy a DBS disclosure will be requested at the Enhanced level. Recruitment documentation including application forms and job adverts contain a statement that a DBS check will be requested in the event of the individual being offered the position. The Academy encourages all applicants to provide details of a criminal record at an early stage in the application process. This information should be sent under separate, confidential cover, to the Personnel Officer and guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Bede Academy ensures that all staff who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The Academy has received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate meeting, the Academy has an open and measured discussion 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, or dismissal.

Bede Academy makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request.

Bede Academy undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment. Unless the nature of the position applied for allows the academy to ask questions about the applicant's entire criminal record,

they will only be asked about ‘unspent’ convictions, not protected as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Having a criminal record will not necessarily bar applicants from working at Bede Academy. This will depend on the offence, its circumstances and background, and the nature of the position applied for.