



## RECRUITMENT OF EX-OFFENDERS POLICY

Responsibility of ( <i>see policy tracking sheet</i> ):	Trust Board
Approved by:	Trust Board
Date Approved ( <i>by above</i> ):	September 2024
Next Review due by:	September 2027

- 1.1 Saracens Multi-Academy Trust (SMAT) seeks to be open and fair in its recruitment processes. We wish to employ the best candidate for each position. The existence of a criminal record is not necessarily a bar to employment by the Trust. The Trust undertakes not to discriminate unfairly against any person subject to a criminal record check on the basis of a conviction or any other information revealed by the check.
- 1.2 As part of the recruitment process the Trust requires successful candidates involved in a regulated activity to agree to disclosure by the DBS of any criminal record or inclusion in any list which bars them from working with children or young people. This is designed to assist the Trust in making safe, fair and sensible decisions in the employment of new staff.
- 1.3 SMAT acknowledges that information revealed during the disclosure process may be sensitive and personal and it is therefore regarded as confidential. For this reason, it will only be disclosed to those authorised to receive it in the course of their duties. At SMAT this will normally be the Chief Executive Officer (CEO), the Chief Financial and Operating Officer (CFOO) or the appropriate school Principal (or his or her substitute), and only if relevant, other staff, Trustees and Governors.
- 1.4 As a matter of policy and as part of its duty to safeguard and promote the welfare of children and young people, the Trust requires candidates to reveal any criminal convictions or cautions, court orders, bindovers, reprimands and warnings unspent at the time of their application. The Trust will only ask about convictions and cautions that are not protected. To maintain confidentiality applicants are required to send details of their record at the same time as their application, in a sealed envelope marked confidential and addressed to the Trust CEO. Failure to declare unprotected convictions, cautions court orders, bindovers, reprimands and warnings at this time may result in the application being rejected or summary dismissal after appointment. Applicants are encouraged to discuss any concerns they may have with the Trust CEO, Kate Alcock 020 8181 3180 at any stage in the recruitment process.
- 1.5 Independent advice for applicants is available from the following charities:  
NACRO (<http://www.nacro.org.uk/>)  
UNLOCK (<http://www.unlock.org.uk/>)
- 1.6 Only staff who have been suitably trained in checking the suitability of candidates will be involved in the recruitment and vetting process.
- 1.7 The Trust has entered into a contractual arrangement with uCheck to provide an umbrella service for DBS checks. Anyone undertaking a criminal records check will be made aware of the DBS code of practice and a copy will be made available on request.
- 1.8 In reaching a decision as to whether to offer or to confirm the offer of employment to a successful applicant who has a criminal record, the Trust will take the following into account:
  - The nature and seriousness of the offence. Convictions relating to sexual misbehaviour, violence, harassment, or the supply of illicit drugs will be viewed very seriously and it is unlikely that offers of employment will be made
  - The period of time that has elapsed since the offence took place
  - The age of the applicant at the time of the offence
  - Whether there is a pattern of offending behaviour and the frequency of re- offending
  - The openness of the applicant in revealing the offence and the circumstances around it
  - The nature of the appointment
  - Any other relevant circumstances.

- 1.9 Anyone barred from working as a teacher or worker with children and young persons will not be offered employment at SMAT.
- 1.10 The decision as whether or not to appoint a person with a criminal record will be taken jointly by the Trust CEO and the appropriate school Principal or by the Trust CEO and CFOO after discussion of the disclosure with the candidate and their decision will be final. In exceptional circumstances, the Trust CEO, CFOO and Principal will consult with other Trustees and/or Governors.
- 1.11 All disclosure information is stored securely. As the disclosure process is only designed to assist in the recruitment process, after examination of the DBS certificate the Trust will retain a record of the date of disclosure, the person to whom it relates, the type of disclosure, and the DBS reference number.
- 1.12 The policy should be read in conjunction with:
- Recruitment Policy
  - Data Protection Policy.