

## **Justteachers Policy for the Recruitment of Ex-Offenders**

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Orders using criminal records checks processed through the Disclosure and Barring Service (DBS), justteachers complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a criminal records check on the basis of a conviction or other information revealed.

justteachers can only ask an individual to provide details of convictions and cautions that justteachers are legally entitled to know about. 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), justteachers can only ask an individual about convictions and cautions that are not protected.

justteachers is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion or belief, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

justteachers have a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.

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, qualifications and experience.

justteachers ensures that all application forms, job adverts and recruitment briefs will contain a statement that an Enhanced Disclosure with Barred List Information will be requested in the event of the individual being offered the position.

We ensure that all those in justteachers who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have 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 discussion, we 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 for any positions.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS certificate with the person seeking the position before withdrawing a conditional offer of placement.

Having a criminal record will not necessarily bar individuals from working with us. This will depend on the nature of the position and the circumstances and background of the offences.