



Policy Statement on the Recruitment of Ex-offenders

Spark Education Trust wants to get the best people for all our School roles. We are committed to selection bring an objective and informed process. We also have an obligation to take all necessary and available steps to ensure that staff employed do not possess a criminal record which renders them unsuitable for employment with children. To meet our safeguarding obligations, an Enhanced Disclosure and Barring Service check (which may include a check of the barred list), including any relevant overseas checks, is undertaken as part of the recruitment process for all new staff.

Spark Education Trust 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 dependents, age, physical/mental disability or offending background.

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.

DBS checks will form part of the recruitment process and we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. This information will only be seen by those who need to see it as part of the recruitment process.

The designated person(s) in the Trust:

- *The HR Manager or Headteacher

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013 and 2020) was introduced to ensure ex-offenders who have not re-offended for a period of time following the date of their conviction are not discriminated against when applying for employment. Under the provisions of this Act, applicants do not generally have to declare a previous conviction after a 'rehabilitation' period has passed. As Spark Education Trust is an educational provider, it is permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). It is a criminal offence for an individual who is barred from working with children to apply for a role which is classed as regulated activity (i.e. involves working with children).

The school will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The school will 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. Advice will also be sought from the HR Department where appropriate.

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 of employment.

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