

## Recruitment of Ex-Offenders Policy

---

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), Step Teachers complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

Step Teachers undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Step Teachers can only ask an individual to provide details of convictions and cautions that Step Teachers 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).

Step Teachers can only ask an individual about convictions and cautions that are not protected (filtered), under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013) (2020). Guidance on the filtering of 'protected' cautions and convictions which do not need to be disclosed can be found at [Ministry of Justice](#).

Step Teachers 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.

Step Teachers has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.

Step Teachers actively promotes 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.

Step Teachers select candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

Step Teachers ensures that all those in Step Teachers who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Step Teachers 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.

## Recruitment of Ex-Offenders Policy

---

At interview, or in a separate discussion, Step Teachers ensures 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.

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

Step Teachers undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

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

**Policy Reviewed 09/2023**