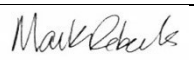
PENK VALLEY ACADEMY TRUST

Recruitment & Selection Policy

Adopted by Trustees:	
Signed:	
Date:	**Autumn 2026**
This policy is reviewed annually by the Audit Finance and Risk Committee.	
Next Review date:	**Autumn Term 2027**

COLLABORATION CHALLENGE CURIOSITY CARE

POLICY INFORMATION

Date of last review:	Autumn 2026	**Review period:**	Annually
Date ratified by Trustees:	Autumn 2026	**Trustee committee responsible:**	Audit, Finance and Risk
Policy owner:	Chief People Officer	**Executive team member responsible:**	Chief People Officer

Reviews/revisions

Review date	Changes made	By whom
2017	Federation SLT 17/02/2017	NF/DS/HJ/JA/PJT
2017	SJFS added	TP
2018	updated for PVAT	TP
2021	Safer recruitment staff names removed	DH
2022	Alterations to meet KCSIE	DH
2024	Alterations made in line with KCSIE	DH
2025	No Changes	DH
2026	Alterations made in line with KCSIE, Equal Opportunities Monitoring Information updated Management of Unsatisfactory/Incomplete References added Assessment of Safeguarding-Related Disclosures	

Equality and GDPR

All Penk Valley Academy Trust policies should be read in conjunction with our Equal Opportunities and GDPR policies.

Statement of principle – Equality

We will take all possible steps to ensure that this policy does not discriminate, either directly or indirectly against any individual or group of individuals. When compiling, monitoring and reviewing the policy we will consider the likely impact on the promotion of all aspects of equality as described in the Equality Act 2010.

Statement of principle – GDPR

Penk Valley Academy Trust recognises the serious issues that can occur as a consequence in failing to protect an individual adult's or child's personal and sensitive data. These include emotional distress, physical safety, child protection, loss of assets, fraud and other criminal acts.

Penk Valley Academy Trust is therefore committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act (DPA)/GDPR.

Penk Valley Academy Trust will be referred to as **PVAT** for the remainder of the document which includes all schools who are members of PVAT, business operations and centralised services.

PURPOSE

The purpose of this recruitment and selection policy is to ensure that the best candidates are recruited on the basis of their ability and potential to support the delivery of our Academy Trust strategy:

- Based on performance and capability;
- Through a process that supports our values and behaviours;
- With regard to value for money;
- In an equal and inclusive way that complies with employment and equality legislation and good practice.

Accordingly, this policy will ensure that:

- a fair, open, transparent and consistent approach is taken to all aspects of recruitment;
- selection is valid and justifiable and based on an individual's relevant skills and experience;
- current employment legislation is adhered to, to safeguard individuals' right to fairness and
- equality of opportunity in conjunction with the business needs and values of the Academy Trust.

WHO THE POLICY COVERS

- This policy applies to the recruitment and selection of all employees and potential employees.

POLICY PRINCIPLES

In recruiting all staff, the following guiding principles will apply:

SAFER RECRUITMENT

The Academy Trust has responsibility for ensuring that recruitment, selection, and retention decisions for posts working with children and vulnerable adults are safe, and that the Trust meets its statutory obligations as detailed in the Department for Education statutory guidance.

As set out in the Department for Education statutory guidance,

- All schools within the Academy Trust keep a single central record in accordance with the DfE requirements.
- The Academy Trust is responsible for carrying out checks on employees seeking to work with children or vulnerable adults (or where their work may bring them into contact with either of these groups). These checks will be made in accordance with the Rehabilitation of Offenders Act 1974 (as amended) See Appendix 1, and with the Disclosure and Barring Service as appropriate.-
- For those areas that are subject to Ofsted inspection, evidence of appropriate training will be assessed. At least one selection panel member must have completed Safer Recruitment training.

EQUALITY

As an employer, Penk Valley Academy Trust is committed to ensuring that it provides equality of opportunity to all in employment. Through its recruitment and selection policy and procedures it aims to eliminate barriers and encourage applicants from all sections of the community by:

- Ensuring recruitment and selection procedures are fair and equitable;
- Only considering applicants for jobs on the basis of their relevant experience, skills and abilities unless a Genuine Occupational Qualification (GOQ) exists for specific posts;
- Ensuring that all employees receive fair and equal treatment in relation to their employment regardless of whether they are part-time, full-time or employed on a temporary basis
- Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

The Trust promotes diversity and inclusion within its workforce

Consistent and Objective - All recruitment and selection decisions must be equitable and fair and taken on the basis of the applicant's competence or ability assessed against the person specification for the post.

The selection criteria must be consistent and objective and communicated at the outset of the process. They must be adhered to throughout each stage of the recruitment and selection process.

Recruitment and selection will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job. The candidate determined to be the best match with the stated requirements of the role (detailed in the person specification) should be offered the post.

Efficient and effective – PVAT will ensure best value and the best outcome for the organisation.

Accountabilities The appointing manager is responsible for ensuring the recruitment and selection process is administered in line with this policy. The appointing manager should determine whether a vacancy should be recruited to, seek the appropriate authority to progress, undertake job design and analysis, establish a selection panel, and manage a valid selection process, and any associated administrative arrangements, ensuring process compliance. If they choose to delegate parts of this task to others, overall accountability still remains with the appointing manager.

At least one person on the interview panel will have successfully completed appropriate safer recruitment training in accordance with KCSIE. The chair of the interview panel is responsible for ensuring that other members comply with the relevant Safer Recruitment legislation and guidance.

If a member of staff involved in the selection process has a close personal or familial relationship with any applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the decision-making process.

Responsibilities Within PVAT the Trust Board has overall responsibility for staffing matters; however, it may delegate this responsibility to the Headteacher of an individual School in line with its Scheme of Delegation. The appointed person leading the recruitment and selection retains accountability and responsibility for the process and decision making.

Where responsibility is delegated, the Headteacher may involve other governors/directors in selection processes, for example in interviewing candidates and consulting on their suitability.

Human Resources It is the organisation's policy that all vacancies will be advertised externally and/or internally (ring fenced if necessary) and existing staff are to be encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills. PVAT aims at all times to recruit the person who is most suited to the particular job.

Appointing managers are expected to consider redeployment of existing staff prior to recruiting externally, particularly during a period of change when significant numbers of staff are likely to be displaced.

PVAT will consider redeployment opportunities for staff across all schools in the trust as appropriate. Approach Those responsible for recruitment and selection will ensure that all applicants and candidates are treated in a non-discriminatory way, with the focus on the needs of the job and the skills required to perform it effectively.

Penk Valley Academy Trust recognises its statutory duty under all relevant employment legislation and is committed to meeting them.

All appointments must be made on skills and experience – the candidate determined to be the best match with the stated requirements of the role (detailed in the person specification) should be offered the post.

Safer Recruitment and Selection Process

Advertising

Prior to advertising a vacancy, the job description and person specification for the job will be either drafted or reviewed and updated. The job description should specify the postholder's responsibilities for safeguarding young people and the person specification should set out the required skills and competencies to demonstrate this commitment.

When advertising roles, we will make it clear:

- The school's commitment to safeguarding and promoting the welfare of children.

- Whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. This means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

- Each school website must contain the organisation's safeguarding policy for prospective candidates to access.

Application Forms

All prospective applicants must complete, in full, an application form. The application form includes a statement that the information provided is true.

The application form will include the following:

- personal details, current and former names, current address and national insurance number;
- details of the applicants present (or last) employment and reason for leaving;
- full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment;
- qualifications, the awarding body and date of award;
- details of referees/references (see below for further information);
- a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.
- CV's or general letters of application will not be accepted on their own
- Application forms and supporting information will be scrutinised fully and explored with the applicant where necessary to resolve any discrepancies or anomalies

Shortlisting

Applications will be assessed against the criteria identified in the person specification on the standard shortlisting matrix form. The shortlisting panel will be a minimum of two individuals and the applicants will be scored against an agreed scoring criteria.

To support fair and objective recruitment practices, any equal opportunities monitoring information provided by applicants will be separated from the application before shortlisting takes place and will not be made available to members of the shortlisting panel.

Equal opportunities monitoring information will be used solely for monitoring and reporting purposes in accordance with the Trust's Equality, Diversity and Inclusion commitments and applicable data protection legislation.

Recruitment decisions will be based only on the applicant's skills, qualifications, experience and their ability to meet the requirements of the role as set out in the person specification.

The shortlisting panel should annotate the application forms to identify any employment gaps or matters that need to be followed up or explored at the selection and interview stage.

Shortlisted candidates will be sent an invitation for an interview that will reiterate PVAT's commitment to safeguarding and the requirement for pre-employment checks. All shortlisted candidates must complete a self-disclosure form in full and return the form prior to interview.

Shortlisted candidates will be subject to an online search. The purpose of the online search is to identify any incidents or issues that are publicly available online and may be relevant to the candidate's suitability to work with children. Only publicly available information will be considered. Any concerns identified through the search will be explored with the candidate at interview and considered as part of the overall recruitment assessment.
A record that an online search has been completed, together with any relevant concerns identified and actions taken, will be retained as part of the recruitment record

search which may identify any incidents or issues that have happened and are publicly available online. Relevant information may be explored with the candidate at interview.

Identity and proof of right to work in the UK should be checked at interview stage

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
  - If they have a criminal history
  - Whether they are included on the barred list
  - Whether they are prohibited from teaching
  - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
  - Any relevant overseas information
  - Sign a declaration confirming the information they have provided is true

Selection Activity and Interview

When interviewing candidates, we will:

- Ensure the panel/s consist of at least one individual who is safer recruitment trained.
- The panel/s will ask pre-determined questions and record responses on a standard interview notes form, marked against an agreed scoring criteria
- Where several selection activities have taken place, the scores and feedback from those activities will be considered before a decision is made. A weighting can be applied to selection activities if appropriate.
- Probe any gaps in employment
- Candidates should be asked questions relating to safeguarding and child protection that are specific to their role and position within the organisation
- Record all information considered and decisions made, these documents will be signed by the panel

Candidates will always be required to;

- explain any gaps in employment;
- explain any anomalies or discrepancies in the information available to the selection panel;
- any information that is likely to appear on a DBS disclosure;
- demonstrate their attitudes, motives and values for working with children and young people, and their capacity to safeguard and protect the welfare of children and young people;
- bring with them evidence of their identity (photographic), address and qualifications. Original documents only will be accepted, and photocopies will be taken. Unsuccessful applicant's documents (copies) will be destroyed.

PVAT does not make payment for interview expenses.

References

References will be requested prior to interview and be available to the chair of the interview panel on the day of selection and interview. One of the referees must be the candidate's current or most recent employer. The Trust reserves the right to seek a reference from the current or most recent employer even if they are not listed as a referee on the candidate's application form. Open references or those provided by the candidate will not be accepted.

The appointing manager should be responsible for cross referencing employment dates and job detail with the candidate's application form. Any discrepancies or issues should be explored, and all the facts should be available to the panel before any offer of employment is made.

When seeking references we will:

- Liaise directly with referees and verify any information contained within the references
- Obtain a reference from the relevant employer from the last time the candidate worked with children if they are currently working with children
- In all instances where an applicant currently works in a school or educational setting, a reference will always be sought from the headteacher (or CEO/chair of governors for headteacher appointments) of that establishment.
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Any information about past disciplinary action or allegations should be considered carefully when assessing the applicant's suitability for the post (including information obtained from the DfE Sign-in Teacher Services checks referred to below).

References form an important part of the safer recruitment process and will be scrutinised before any appointment is confirmed.
Where a reference is incomplete, contains limited information, raises concerns, does not adequately address suitability to work with children, or contains discrepancies when compared with the application form or interview information, the appointing manager will seek clarification directly from the referee.
Any concerns arising from references will be discussed with the candidate and assessed alongside all other recruitment information before a final appointment decision is made.

The Trust reserves the right to delay, withdraw or not confirm an appointment where satisfactory references cannot be obtained, verified or resolved to the Trust's satisfaction.

The absence of disciplinary information within a reference will not automatically be treated as confirmation that no concerns exist. Further enquiries may be made where considered appropriate and lawful.

Pre-employment Checks
Relevant documentation must be fully completed at each stage of the process. This will include the verification of original documents of candidates at the interview stage and the completion of all necessary pre-employment checks as specified in the Keeping Children Safe in Education guidance document which includes but is not limited to, a Disclosure and Barring Service Check, Self-Disclosure Form, Teacher Prohibition Check, Childcare Disqualification, satisfactory references and medical assessment. The pre-employment checking and appointment process will not be circumvented for the sake of expediency.

At the end of the selection process, the preferred choice candidate will be made a conditional offer of employment subject to the acquisition of satisfactory pre-employment checks.

All pre-employment checks must be recorded on the schools Single Central Record in line with the guidance published in Keeping Children Safe in Education. Documents verifying the employee's identity, right to work and required qualifications should be retained on their personal file.

Assessment of Safeguarding-Related Information and Disclosures

The Trust recognises that candidates may disclose information during the recruitment process through self-declaration forms, references, online searches, DBS checks or other safeguarding checks.

The existence of safeguarding-related information or a disclosure will not automatically prevent an individual from being appointed. Each case will be considered individually, fairly and proportionately, taking account of:

- the nature, seriousness and relevance of the information disclosed;
- the circumstances surrounding the concern;
- the age of the individual at the time of any incident;
- the time elapsed since the incident;
- any pattern of behaviour or repeated concerns;
- the individual's explanation, level of insight and evidence of changed behaviour where appropriate;
- the suitability of the individual to work with children and young people; and
- any safeguarding risks identified and the measures available to manage those risks.

Where safeguarding information is identified, the appointing manager will undertake an appropriate risk assessment and consult with Human Resources and, where appropriate, the Designated Safeguarding Lead (DSL) before a recruitment decision is made.

Any decision will be based on all available information, the requirements of the role, the Trust's safeguarding responsibilities, and the welfare of children and young people. Decisions and the rationale for them will be appropriately documented and retained in accordance with the Trust's data retention and data protection requirements.

The welfare of children and young people will remain the Trust's paramount consideration when assessing safeguarding information and making recruitment decisions.

Appoint

All offers of appointments be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- verify a candidate's identity, following the DBS identity checking guidelines https://www.gov.uk/government/publications/dbs-identity-checking-guidelines It is important to be sure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name. Best practice is checking the name on their birth certificate, where this is available;
- Verify mental and physical fitness with regard to work responsibilities
- Verify their professional qualifications, as appropriate
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity. We will obtain the certificate before, or as soon as practicable after, appointment, including

when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken.

- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available, we will also conduct a risk assessment for any employee starting work before the DBS is returned, this will be held in the employee's HR file
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Check that a candidate to be employed as a teacher, or to carry out 'teaching' work, is not subject to a prohibition order issued by the Secretary of State, using the DfE Sign-in Teacher Services website (formerly called 'Employer Access Online');
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:
    - For all staff, including teaching positions: criminal records checks for overseas applicants
    - For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach
- We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.
- check that a candidate to be employed in a management position within a school is not prohibited from doing so (a section 128 direction), using the DfE Sign-in Teacher Services website. Individuals taking part in 'management" may include individuals who are members of proprietor bodies (including governors if the governing body is the proprietor body for the school), and such staff positions as follows: headteacher, any teaching positions on the senior leadership team, and any teaching positions which carry a department headship.
- Conduct other checks related to the requirements of the role e.g. driving licence or valid insurance;

- Class 2 Medical Form (Minibus drivers)
- Driver Training assessment (Minibus drivers)

There must be compliance with safer recruitment procedures and processes. Those responsible for recruitment and selection have a duty to scrutinise documentation and comply with appropriate regulatory body requirements.

DBS Certificate

An enhanced DBS certificate will be obtained from the candidate before or as soon as practicable after appointment. If the applicant has subscribed to it and gives permission, we may undertake an online update check through the DBS Update Service. Before using the Update Service, we will:

a) obtain consent from the applicant to do so;

b) confirm the certificate matches the individual's identity; and

c) examine the original certificate to ensure that it is for the appropriate workforce and level of check, e.g. enhanced certificate/enhanced including barred list information.

Where we allow an individual to start work before an enhanced DBS certificate is available, we will always ensure that the individual is appropriately supervised at all times and that all other checks, including a separate barred list check, have been completed.

Existing staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in relevant conduct; or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Adults working with children who are not employed directly by the school

Supply Staff

Schools within PVAT will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. We will carry out identity checks when the supply staff member arrives at [school/academy].

Volunteers

The schools within the PVAT will carry out DBS and pre-start vetting checks appropriate to the post. Volunteers who help on an occasional basis (e.g. trips/PTA events) are supervised, in accordance with legislation.

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment

Our First Schools will:

- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

Schools with pupils aged under 8 add: In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

Students on work experience

Students on work experience will always be supervised.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

Schools with pupils aged under 8 for self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Governors, Members and Trustees

All trustees, local governors and members will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

The chair of the board will have their DBS check countersigned by the secretary of state.

All proprietors, trustees, local governors and members will also have the following checks:

- A section 128 check (to check prohibition on participation in management under section 128 of the Education and Skills Act 2008). [Section 128 checks are only required for local governors if they have retained or been delegated any management responsibilities.]
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

Induction:

All new employees will be given an induction programme which will include systems within the school which support safeguarding. New employees will be expected to sign to confirm that they have read and understood the relevant policies and guidance given. This includes (but is not limited to):

- the child protection/ safeguarding policy which should, amongst other things, also include the policy and procedures to deal with child on child abuse;
- the behaviour policy, which should include measures to prevent bullying – including cyberbullying, prejudice-based and discriminatory bullying;
- the staff code of conduct which should amongst other things, include low- level concerns, allegations against staff and whistleblowing;
- the role of the designated safeguarding lead (and any deputies)
- the safeguarding response to children who go missing from education
- All staff members will also receive appropriate child protection training in relation to the position and responsibilities, which is regularly updated.
- All staff will be required as part of their induction to read and understand at least part one of Keeping Children Safe in Education (KCSIE), as amended from time to time

RESPONSIBILITIES
Penk Valley Academy Trust Board of Trustees devolves the role of "hiring manager" to members of the Senior Leadership team.

SAFER RECRUITMENT TRAINING
Those responsible for recruitment within the Academy Trust are equipped with the necessary skills including safer recruitment training.

Penk Valley Academy Trust commits to ensuring training is renewed at least every 3 years. This is not a legal requirement, but shows best practice and will ensure staff understand new legislation. For a list of all currently Safer Recruitment trained staff and trustees, please contact Penk Valley Academy Trust's central HR department.

Any member of staff involved in the selection of staff must satisfy themselves that they are appropriately trained and can comply with the requirements of this policy.

Record Retention:

- Copies of DBS certificates will not be retained as this is not a requirement of the duty to maintain the Single Central Record, although numbers should be retained and recorded.
- A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications will be kept for the personnel file.
- Interview notes on unsuccessful applicants will be retained for a period of 6 months after which they will be destroyed.

Links to Other Policies

- **Probation policy**

Review of Policy

This policy will be reviewed every year, or before if deemed necessary by the Academy Trust Board of Trustees.

Appendix 1

Policy Statement on the Recruitment of Ex-Offenders

Exemption from the Rehabilitation of Offenders Act 1974:

Ex-offenders have to disclose information about spent, as well as unspent convictions if the job for which they are applying is exempted from the Rehabilitation of Offenders Act 1974.
How this affects school-based positions:

All school-based roles are exempt from the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Applicants for school-based jobs must, therefore, disclose all spent and unspent, unfiltered convictions.

All applicants who are offered employment in our organisation will be subject to a criminal record check from the Disclosure and Barring Service before an appointment is confirmed.

This will include details of cautions, reprimands and warnings as well as spent and unspent, unfiltered, convictions. An enhanced DBS (check) may also contain non-conviction information from local police records which a chief police officer thinks may be relevant.
Having a criminal record will not necessarily bar someone from working in our school.
Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.
When reaching a recruitment decision, the following factors will be taken into account:

- Whether the conviction or other matter revealed is relevant to the position in question
- The seriousness of any offence or other matter revealed
- The length of time since the offence or other matter occurred

• Whether the applicant has a pattern of offending behaviour or other relevant matters
• Whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters, and
• The circumstances surrounding the offence and the explanation(s) offered of the offending person.

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), we comply fully with the DBS code of practice and undertake to treat all applicants for positions fairly.
Penk Valley Academy Trust undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
Penk Valley Academy Trust can only ask an individual to provide details of convictions and cautions that the Trust is 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).

Penk Valley Academy Trust can only ask an individual about convictions and cautions that are not protected.
Penk Valley Academy 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 dependants, age, physical/mental disability or offending background.

Penk Valley Academy Trust has this written policy statement on the recruitment of ex offenders, which is made available to all DBS applicants at the start of the recruitment process.

Penk Valley Academy Trust 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.

Penk Valley Academy Trust will select all candidates for interview based on their skills, qualifications and experience.

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 conditionally offered the position.

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

Penk Valley Academy Trust also ensures 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, Penk Valley Academy Trust 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.

Penk Valley Academy Trust 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.

Penk Valley Academy Trust undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.