



## **All Saints' Academy**

### **Recruitment of ex-offenders**

Shortlisted candidates will be asked to complete a self-declaration form in regard to their criminal record and/or other information relating to their suitability to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on GOV.UK.

All Saints' Academy will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed and makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with the Academy. Each case will be decided on its merits in accordance with the objective assessment criteria set out in below.

All positions at All Saints' Academy are exempt from the provisions of the prevailing Rehabilitation of Offenders legislation. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Applicants are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see DBS Filtering Guidance at Gov.uk for full details).

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is a criminal offence for any person who is barred from working with children to apply for a position at the Academy. All Saints' Academy will make a report to the Police and / or the DBS if:

- It receives an application from a barred person;
- It is provided with false information in, or in support of an applicant's application; or
- It has serious concerns about an applicant's suitability to work with children

If you have any questions regarding the employment of ex-offenders please contact the HR department at [hr@asachelt.org](mailto:hr@asachelt.org).