



Policy for Employing Ex-offenders

Signed:	
Chair of Trust Board:	Claire Delaney
Approved:	1 September 2021
Renewal:	Every 2 Years
Review Date:	September 2023

1. Bellevue Place Education Trust – Our commitment

Learn. Enjoy. Succeed.

Every BPET child and staff member enjoys a broad (LEARN) and enriched (ENJOY) learning experience, enabling them to achieve far greater individual success (SUCCEED) than they might previously have thought possible.

Our Mission

To grow hubs of like-minded, autonomous schools with a strong support network, all of which combine academic rigour with highly enriched opportunities that deliver a personalised approach to education and exceptional outcomes for all.

Our Difference

We are leading the way in delivering high quality education through skills-based and knowledge rich curricula, applying the best of the independent and state sectors to deliver breadth of opportunity and pupil enrichment. We empower all our schools as individual entities that best meet the needs of the communities they serve and have a strong relationship with families, who are our key partners in delivering the vision.

Our Promise

Every child is an individual. Our role is to nurture pupils' potential through a personalised approach to learning. BPET children are happy, independent, confident all-rounders. Our focus is ensuring an exceptional provision for all our children with supportive, accessible learning that enables every child to make progress, including high quality inclusion for children with Special Educational Needs. We encourage a 'be interested and be interesting' attitude in children and staff alike. We don't just teach; we want our pupils to have a passion to learn.

2. Introduction

- 2.1 Staff in BPET are central to delivering the BPET vision and we are committed to recruiting the best staff we can for the role and to support our pupils to achieve the best they can be.
- 2.2 We have a safer recruitment policy, which sets out to ensure that we recruit the best person for the job and have a workforce, which reflects the diversity of the local community.
- 2.3 Our Equality Policy sets out our commitment to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and the pupils we serve, and for each employee to feel respected and able to give their best.
- 2.4 BPET is committed to the fair treatment of its staff, potential staff and its pupils and their families, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- 2.5 This policy is available to all applicants as part of the applicant pack.

3. Employing Ex-offenders

- 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), BPET complies fully with DBS [code of practice](#) and undertakes to treat all applicants for positions fairly

- BPET undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- BPET can only ask an individual to provide details of convictions and cautions that we 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)
- BPET can only ask an individual about convictions and cautions that are not protected
- 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.
- BPET ensures that all those staff involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- BPET 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, BPET will 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
- BPET undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

4. Approval by the Bellevue Place Education Trust Board

This policy has been formally approved and adopted by the BPET Board.

Monitoring and Evaluation

The Headteacher and Trust will review this policy statement bi-annually and update it in consultation with key staff, in line with current best practice as s/he considers necessary.