Riviera Education Trust

'Inspiring the individuals of today, for a better society tomorrow'

RET POLICY STATEMENT FOR RECRUITING INDIVIDUALS WITH CRIMINAL RECORDS

Review Frequency	Annually
Reviewed	August 2026
Next Review	August 2027
Trustees approved	8th September 2026

Oldway Primary School

Roselands Primary School – Believe and Achieve

Shiphay Learning Academy

Policy statement on recruiting applicants with criminal records

Relevant posts within the Trust are exempt from certain provisions of the Rehabilitation of Offenders Act 1974 (as amended). Applicants for these posts are therefore required to declare:

- All unspent convictions and conditional cautions.
- Any spent adult cautions (simple or conditional) or spent convictions that are **not protected**, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). For further information on filtering, please refer to NACRO guidance:

https://www.nacro.org.uk/criminal-record-support

Applicants should also refer to the guidance published by the Ministry of Justice (see, in particular, the section titled 'Exceptions Order'):

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

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar them from being appointed to a post in this Trust. Any information disclosed will be handled confidentially and only shared with those who need it for the purposes of assessing suitability for the role. Applicants will not be refused appointment solely because of offences that are not relevant to the role or do not indicate a risk in relation to the position.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction or caution is relevant to the position applied for
- The nature and circumstances of the role, including the level of contact with children
- The seriousness of any offence revealed
- The applicant's age at the time of the offence(s)
- The length of time since the offence(s) occurred
- Whether the applicant has a pattern of offending behaviour
- The circumstances surrounding the offence(s) and any explanation provided
- Whether the applicant's circumstances have changed since the offending behaviour

It is important that applicants understand that failure to disclose any conviction or caution which they are legally required to disclose may result in the withdrawal of an offer of employment or, where employment has commenced, disciplinary action which could result in dismissal. Applicants are not required to disclose protected convictions or cautions, and the Trust will not take protected information into account when making recruitment decisions.

Oldway Primary School

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Shiphay Learning Academy

This policy aligns with the Trust's commitment to safer recruitment and will be applied in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended), Disclosure and Barring Service (DBS) requirements and the current version of Keeping Children Safe in Education.

Details of Amendments

June 2025

- Revised review period
- Changes to declarations in line with KCSIE guidance
- Updated links to websites

November 2025

- Minor changes to second person phrasing e.g. “Your” to “The Applicant”
- Minor formatting changes

August 2026

- Updated wording to reflect current Rehabilitation of Offenders Act and DBS filtering requirements.
- Clarified disclosure requirements, including protected convictions and cautions.
- Clarified how criminal record information is considered and kept confidential.
- Updated references to align with current DBS and KCSIE guidance
- Minor grammatical changes