Full name of policy:	**Policy on the Recruitment of Ex-Offenders (extract from LAET's Recruitment and Selection Policy - LAET N006)**		
Requirement for policy:	To outline the procedures relating to individuals with previous convictions during recruitment processes.		
Name and post of person responsible:	Jan Balon (Headteacher)		
Frequency of review:	Yearly or more regularly in line with updates to Safer Recruitment or KCSIE guidelines		
Dates of previous reviews:	September 2017, December 2017, February 2019, June 2020, September 2020, March 2026, April 2026		
Date of next formal review:	September 2027		
Total number of pages: (Including appendices and front sheet)	5		
Comments:	This Policy is an extract from LAET's Recruitment and Selection Policy which should be read by all employees involved in the recruitment and selection process		
	Name (role):	**Signature:**	**Date:**
Review: Ratified:	Lisa Cardinali (HR Manager) Jan Balon (Headteacher)	 	18/09/21 20/09/21
Latest review:	Mark Adams (HR Manager)	M Adams	09/09/26
Ratified:	Jan Balon (Headteacher)		08/10/26

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1. RECRUITMENT OF EX-OFFENDERS

LAE Tottenham undertakes to treat all job applicants and volunteers for positions within the organisation fairly and not to discriminate unfairly against the subject of disclosure on the basis of conviction or other information revealed.

All roles within the school are exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). Therefore, LAE Tottenham will be entitled to ask for information about relevant convictions after the shortlisting stage and carry out an Enhanced DBS check (including Barred List check where applicable) upon the offer of appointment, in accordance with the latest statutory guidance in Keeping Children Safe In Education (KCSIE). Following the Crime and Policing Act 2026 and KCSIE 2026, volunteers and others engaging in regulated activity are subject to an enhanced DBS check with Children's Barred List information, regardless of whether they are supervised.

No one may start work at LAE Tottenham until the DBS certificate required for their role has been obtained and verified, or a suitable existing certificate has been verified through the DBS Update Service. As a 16-19 academy, LAE Tottenham does not rely on previous employment or on a certificate obtained by a previous employer, and supervision arrangements, references or risk assessments will not be used in place of this clearance.

All shortlisted applicants will be asked to complete a self-declaration form before the

interview stage. Applicants must complete these forms accurately, and reveal all relevant convictions, as well as any other information that would make them unsuitable to work with children. Failure to reveal any relevant information could lead to the withdrawal of an offer of employment.

Wherever possible, job applications go through an anonymisation process to promote equality of opportunity. Self-declaration forms will first be reviewed by a member of the HR team who is not involved in making recruitment decisions, and any information that legally can't be taken into account (for example, 'protected' convictions and cautions) will be removed. Any relevant disclosures will then be shared with the Selection Panel so that they can be explored at interview.

1.1 Applicants with convictions

Previous convictions will not automatically prohibit an applicant from being offered an appointment (subject to that person not being barred from working with children as per section 1.3). The success of the application will depend on the applicant's suitability for the job, the nature of the role, and the circumstances and background of any offences.

Following the shortlisting exercise, all job applicants invited to interview will be asked to declare any previous convictions and cautions not filtered in line with current guidance whether current or spent. It should be noted that certain 'spent' convictions and cautions are 'protected' meaning they are not subject to disclosure and cannot be taken into account. Similarly, there are certain 'Specified Offences' which will always be disclosed on a DBS certificate, and which should always be included in self-declarations - see the link in 1.5 below for further details. Online searches will also be conducted on shortlisted candidates as part of the safeguarding checks, and candidates will be told about this before interview.

Where an applicant has lived or worked outside the UK (as a general rule, for more than three months in the previous five years), LAE Tottenham will normally require an overseas criminal record check, certificate of good conduct or equivalent, in addition to the Enhanced DBS check. Any information this reveals will be considered under the risk assessment in section 1.2, in the same way as a UK conviction.

At interview LAE Tottenham will ensure that open, fair and measured discussions can take place on the subject of offences. The candidate will be given the opportunity to present their view of the situation surrounding the conviction and any other relevant information. Notes will be taken and used to prepare any associated risk assessment prior to the offer of appointment (see section 1.2).

Failure to reveal information at application or interview, or providing deliberately misleading information, could lead to withdrawal of an offer of employment/ voluntary work or dismissal if the engagement has already started. LAE Tottenham

may also be required to refer the matter to the DBS or Police (see section 1.3).

1.2 Completing a risk assessment

Should the applicant disclose a conviction etc which can be taken into account or if the DBS Certificate reveals any relevant information, before making any decisions on appointment, LAE Tottenham will complete a risk assessment which takes into consideration: -

- Whether the conviction is relevant to the position being offered (this is the most important consideration);
- The seriousness of the offence revealed;
- The circumstances surrounding the offence and the explanation offered by the applicant;
- The length of time since the offence took place;
- Whether the applicant has a pattern of offending behaviour;
- Opportunities within the role to reoffend;
- The location of the offence as some activities may be an offence in Scotland but not in England for example;
- Whether the offence has since been decriminalised by Parliament;
- The degree of remorse expressed by the applicant and their motivation to change;

- Whether the applicant's circumstances have changed since the offence took place;
- Whether the conviction or other information was disclosed earlier in the recruitment process, or whether anything was deliberately withheld;
- Whether the applicant has undertaken any form of rehabilitation;
- Whether the matter could put LAE Tottenham's students, staff or visitors at risk;
- Any reasonable control measures that could be applied.

Risk assessments will be reviewed and approved by the Headteacher, or in their absence by the Business Director.

If it is proposed not to appoint an applicant, or to withdraw a conditional offer, because of a conviction or other information revealed, the applicant will always be given the opportunity to explain the circumstances first. Any such conversation will be held confidentially and in an empathetic and professional manner, and will be fully recorded. As an offer of appointment is conditional on a satisfactory DBS certificate, an offer will only be withdrawn once a thorough risk assessment has been completed.

1.3 Barred individuals

It should be noted that it is an offence for an employer to knowingly allow a barred individual to engage in regulated activity with children. It is also an offence for a barred individual to seek to work with children if they have been barred from working with that group.

1.4 Communicating the Policy to staff and job applicants

LAE Tottenham will ensure that all staff involved in the recruitment process of staff

and volunteers are aware of this Policy and have the relevant training and support.

A copy of the Recruitment of Ex-Offenders Policy is available to applicants via LAE Tottenham's website or will be provided upon request.

1.5 Further information

Further guidance on whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Information on offences that will never be filtered on a DBS Certificate is available from the Disclosure and Barring Service and NACRO (National Association for the Care and Resettlement of Offenders)

1.6 Data Protection and Handling of Criminal Record Data

LAE Tottenham processes all criminal record data, including self-declarations and DBS certificates, in strict accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Any criminal record information disclosed or revealed during the recruitment process is treated as highly confidential. It will be stored securely, accessed strictly on a need-to-know basis by authorised personnel involved in the recruitment and safeguarding risk assessment process, and will never be shared with third parties without prior consent, unless there is a legal or safeguarding obligation to do so. In accordance with the DBS Code of Practice, criminal record information will only be retained for as long as is necessary for the purpose of making a recruitment decision (typically no longer than six months after the conclusion of the recruitment process) and will be securely destroyed thereafter.

1.7 Disclosure of convictions after appointment

Once appointed, staff must tell LAE Tottenham as early as possible about any new conviction or caution that would not be filtered, including if they are arrested or interviewed by the police in connection with alleged criminal conduct. Any disclosure will be assessed using a version of the risk assessment in section 1.2. Full details are set out in section 14 of the Recruitment and Selection Policy (LAET N006).

2. RESPONSIBILITIES

The Trustees have overall responsibility for this policy. Maintenance and operation of this policy is delegated to the Headteacher.

October 2026