



Venn Recruitment of Ex-Offenders Policy

Venn Wide

Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date
LC	The Board	17.2.22	1.0	As and when necessary



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1. Introduction

1.1 The Disclosure and Barring Service (DBS) code of practice published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed.

1.2 The code also obliges registered bodies to have a written policy on the recruitment of ex-offenders; a copy of which is available to applicants at the outset of the recruitment process.

1.3 This policy forms part of Venn's commitment to equal opportunities in employment.

2. Main body

2.1 As Venn assesses 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, Venn commits to treat all applicants for positions fairly.

2.2 Venn undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed

2.3 Venn can only ask an individual to provide details of convictions and cautions that Venn are legally entitled to know about. Guidance for schools is taken from Keeping Children Safe in Education.

2.4 Venn 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

2.5 Venn 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

2.6 Venn select all candidates for interview based on their skills, qualifications and experience, not their criminal record background.

2.7 To comply with the requirements of the General Data Protection Regulations Venn do not ask about any criminal record spent or unspent convictions on the application form. This is on the basis that we recognise that we do not use criminal record information to screen candidates as it is illegal to deny someone a job simply because they have spent or unspent convictions.



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2.8 An application for a criminal record check is submitted to the DBS for everyone who works across Venn Academy Trust. All application forms and job adverts will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

2.9 Candidates are asked to self declare any spent or unspent convictions at the interview stage of the recruitment process.

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

2.11 Venn 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.

2.12 At interview, or in a separate discussion, Venn 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 that have been declared. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment

2.13 If an applicant is offered a post, this will be a provisional offer and subject to the normal safer recruitment checks, including a satisfactory Enhanced Disclosure from the DBS.

2.14 Venn undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment. To withdraw a job, offer this would be based on Venn making an assessment about the applicant's suitability based on the type of offence that shows up on a DBS check, but not based on whether the DBS shows any convictions at all.

2.15 Further information about Venn's recruitment practices can be found in the Venn's Safer Recruitment Policy.

For further information and advice on this policy, please contact Lynsey Cook, Senior HR Business Partner for Venn, directly.



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Adopted by Venn Academy Trust Board on

Chair of Venn Academy Trust Board

Venn Academy Trust Board Trustee

Next Review Date