



# Maritime Academy Trust

## **Policy Statement on the Recruitment of Ex-Offenders**

As an organisation which uses the Disclosure and Barring service (DBS), Maritime Academy Trust (The Trust) complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

In accordance with the Code of Practice this policy statement is made available to all job applicants at the outset of the recruitment process.

The DBS Code of Practice is available at:

<https://www.gov.uk/government/publications/dbs-code-of-practice>

We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) which requires the disclosure of all spent convictions and cautions except those which are 'protected' under Police Act 1997 - Part V and the amendments to the Exception Order 1975 (2013 and 2020).

The Trust engages in 'regulated activity'; as such an enhanced DBS check will be carried out before appointment to any position with the Trust. This will include details of convictions, cautions and reprimands, as well as 'spent' and 'unspent' convictions and those not 'protected'.

Application forms and recruitment information will contain a statement that job applicants will be required to disclose a criminal record if they are invited to interview and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.

A criminal record will not necessarily be a bar to obtaining a position. We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending. We promote equality of opportunity for all and welcome applications from a wide range of candidates, including those with criminal

records. We select all candidates based on competencies, qualifications and knowledge.

At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or any other matter that might be relevant to the position.

Failure to reveal information that is directly relevant to the job sought could lead to withdrawal of an offer of employment. We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment. We ensure that those involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.