

Recruitment of Ex-Offenders Policy

Keystage Education LTD | Version 1.0 | Reviewed August 2026 | Next review August 2027

Keystage Education LTD complies with the Disclosure and Barring Service Code of Practice and undertakes to treat all applicants fairly. Having a criminal record does not automatically bar you from working with us.

We actively promote equality of opportunity and welcome applications from candidates with criminal records. We select on merit and ability. That said, we place people in settings with children, and where a criminal record is relevant to that work we will say so honestly and explain our decision.

When we ask about criminal records

Roles in education settings are exempt from the Rehabilitation of Offenders Act 1974, so we may ask about convictions and cautions that are not protected by the DBS filtering rules.

We will never ask about, and you must never disclose, a caution or conviction that is protected under the DBS filtering rules. Filtered matters do not appear on a certificate and must not be taken into account. Using filtered information to influence a recruitment decision is unlawful.

How we handle disclosures

- A DBS check is only requested where it is proportionate and legally permitted for the role.
- You are told at the outset that an enhanced DBS check will be required.
- You have the opportunity to disclose relevant information in confidence before a certificate is seen.
- Disclosure information is only seen by those who need it for the recruitment decision.
- We discuss any disclosure with you before reaching a decision. We do not withdraw an offer on the basis of a certificate without that conversation.
- If you dispute the accuracy of a certificate, you have a reasonable opportunity to raise it with the DBS before we decide.

How we assess relevance

Where a non-protected conviction or caution is disclosed, the Director carries out and records a risk assessment considering the seriousness and relevance of the offence, how long ago it was and your age at

the time, whether it was a one-off or a pattern, the circumstances and any explanation, whether things have changed since, the sentence imposed, the degree of contact with children the role involves, and whether you were open about it.

Barred individuals

It is a criminal offence for a barred person to seek or undertake work in regulated activity, and for us knowingly to engage them. Where a candidate is confirmed as barred from working with children, we cannot supply them into regulated activity in any circumstances.

Confidentiality

Criminal record information is processed only under the substantial public interest conditions in the Data Protection Act 2018. Access is restricted, certificate content is not retained beyond six months of the decision, and disposal is secure. Misuse of disclosure information may be a criminal offence under section 124 of the Police Act 1997.

Complaints

If you believe you have been treated unfairly, raise it under our Complaints Policy. A copy of this policy and of the DBS Code of Practice is provided automatically to anyone asked to complete a DBS application, and is available on request.