



King's Cross Academy

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Statement on the Recruitment of Ex-offenders

Ratification and Monitoring

Ratified date:	November 2025
Review date:	November 2028
Website?	YES
Policy drive?	YES
Master Policy S/S	YES

Approval

Headteacher	Stephen Mitchell	10 th December 2025
Chair of HR committee	Jonathan Barratt	10 th December 2025

Policy Statement on the Recruitment of Ex-offenders

About this document

In accordance with the Disclosure and Barring Service Code of Practice this is a statutory policy which 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>

- As an organisation which uses the Disclosure and Barring service, the Governing Body of the King's Cross Academy 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.
- King's Cross Academy Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) , which requires you to disclose convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020). Guidance on the filtering of 'protected' cautions and convictions which do not need to be disclosed by a job applicant can be found at Ministry of Justice.. A DBS check will therefore be carried out before appointment to any job at the Academy is confirmed. This will include details of convictions cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice. A criminal record will not necessarily be a bar to obtaining a position.
- King's Cross Academy Trust are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- King's Cross Academy Trust promote 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. We select all candidates for interview based on their competencies, qualifications and knowledge.
- King's Cross Academy Trust are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- King's Cross Academy Trust select all candidates for interview based on their skills, qualifications and experience.
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their 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.

- At interview, or in a separate discussion, King's Cross Academy Trust ensure that an open and measured discussion takes place on the subject of any offences or 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.
- King's Cross Academy Trust undertakes to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- King's Cross Academy Trust ensure that people at the school who are 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.

Having a criminal record will not necessarily bar you from working at the school. This will depend on the nature of the position and the circumstances and background of your offences.