

IMPACT ALTERNATIVE LEARNING

RECRUITMENT OF EX-OFFENDERS – STRUCTURED FINAL POLICY

1. POLICY PURPOSE

To ensure recruitment of individuals with criminal records is lawful, fair, proportionate and safeguarding-led, with clear decision-making and accountability.

2. LEGAL FRAMEWORK

This policy aligns with the Rehabilitation of Offenders Act 1974, DBS Code of Practice, Keeping Children Safe in Education (KCSIE), and Equality Act 2010.

3. SAFEGUARDING PRINCIPLE

Safeguarding is the primary consideration. No individual will be appointed where risk to children cannot be confidently managed.

4. EQUALITY & NON-DISCRIMINATION

Applicants are not unfairly excluded due to criminal history. Decisions are based on relevance, risk and evidence—not assumption.

5. RISK ASSESSMENT MODEL

Each case is assessed individually considering nature of offence, time elapsed, relevance to role, and evidence of rehabilitation.

6. ROLE-BASED RISK LEVELS

Risk thresholds differ depending on level of access to children and responsibility within the provision.

7. SUPERVISION ARRANGEMENTS

Where required, supervision structures are implemented including restricted duties and oversight by senior staff.

8. ONGOING MONITORING

Risk is reviewed regularly and immediately following any safeguarding concern or behavioural change.

9. PROFESSIONAL BOUNDARIES

All staff must adhere to strict professional conduct, including no unsupervised 1:1 where restricted and no external contact.

10. DECISION-MAKING PROCESS

Decisions are documented, justified, and approved by leadership with safeguarding input from DSL.

11. ESCALATION PROCEDURES

Concerns are escalated to DSL and, where necessary, external agencies including LADO.

12. RECORD KEEPING

All documentation including DBS checks, risk assessments and decisions are securely recorded and reviewed.

13. DEFENSIBILITY STATEMENT

All decisions must be capable of withstanding scrutiny and demonstrate safeguarding-led reasoning.

14. FINAL POSITION

Historic, low-risk offences may be considered. Safeguarding overrides all decisions.

RECRUITMENT FLOW PROCESS

Step	Action
Application	Initial screening
Disclosure	Risk assessment
Barred Check	Immediate stop if matched
Risk Level	Low / Medium / High
Decision	Proceed / Safeguards / Reject

DECISION TREE

Question	Outcome
Barred list?	Reject
Child-related offence?	Reject
Historic & isolated?	Consider
Risk manageable?	Proceed with controls