

Recruitment of Ex-Offenders Policy

Introduction

As an organisation assessing contractors' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) using criminal record checks processed through the Disclosure and Barring Service (DBS), Axcis Education complies fully with the DBS code of practice and undertakes to treat all contractors for positions fairly.

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

Statement of Intent

Assignments with Axcis Education may involve teaching students under the age of 18, or students with learning difficulties or disabilities. All registrations with Axcis Education are therefore exempt from the provisions of the Rehabilitation of Offenders Act and its support regulations. All work seekers will therefore be required to apply for an Enhanced Disclosure through the Disclosure & Barring Service. Consequently, they are entitled to withhold information about convictions, which for other purposes are spent under the Act. Axcis Education will check all information given in this section with the relevant authorities.

Any criminal convictions may not be treated as 'spent' under the Rehabilitation of Offenders Act and all work seekers are therefore required to declare all criminal convictions or cautions that are not protected under the filtering guidance. Guidance on the filtering of "protected" convictions and cautions can be accessed on the Disclosure and Barring Service website.

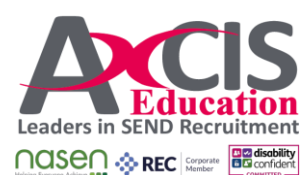
All information given will be treated in confidence and only taken into account where the offence is relevant to the post for which they are applying. Failure to declare a conviction may require Axcis Education to exclude a work seeker from our register if the offence is not declared but later comes to light.

Axcis Education 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 dependents, age, physical/mental disability or offending background.

This policy on the recruitment of ex-offenders is made available to all DBS applicants at the start of a recruitment process.

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Procedures

Axcis Education actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of contractors, including those with criminal records.

Axcis Education selects all contractors for interview based on their skills, qualifications and experience.

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

Axcis Education 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.

At interview, or in a separate discussion, Axcis Education ensures that an open measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Axcis Education undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Communicating this Policy

This Policy will be communicated to contractors at their initial induction interview / briefing and thereafter from time to time, as determined appropriate by Axcis Education. This Policy is available on the Axcis Education website and is communicated to all clients.

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The contact details for Axcis Education are as follows:

Contact Point	Number or e-mail	Notes
Landline	0207 580 2956	Use during office hours
Martin Keddie	0207 580 2956	Associate Director – HR & Candidate Management
Sara Wills	0207 580 2956	HR & Training Director
E-mails	martin@axcis.co.uk sara@axcis.co.uk	E-mails are periodically checked out of hours

Signed: *Paul Gold*

Position: CEO

Date: 6th August 2025

Revision date: Annually

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