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Version | 2.0

Pages | 3

Publication Date 01/12/2017

Last Review Date | 01/12/2018

Next Review Date | 01/12/2019

Policy on the Recruitment of Ex-offenders

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INTRODUCTION

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Richard Huish College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

Other related policies/procedures/codes: Equal Opportunities in Employment Policy, Staff Code of Conduct, Safeguarding and Child Protection Policy.

ENQUIRIES

Any enquiries about this document or suggestions on how it can be improved should be addressed to the HR Director.

1. PURPOSE

The purpose of this policy is to ensure that Richard Huish College does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information received.

2. SCOPE

This policy on the recruitment of ex-offenders, is made available to all Disclosure applicants at the outset of the recruitment process.

3. POLICY STATEMENT

- 3.1 As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Richard Huish College complies fully with the [code of practice](#) and undertake to treat all applicants for positions fairly.
- 3.2 We undertake not to discriminate unfairly against anyone who is the subject of a Disclosure on the basis of conviction or other information revealed.
- 3.3 We will only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- 3.4 We will only ask an individual about convictions and cautions that are not protected.
- 3.5 We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of age, disability, marriage and civil partnership, gender reassignment, pregnancy and maternity, race, sex, religion or belief, sexual orientation or offending background.
- 3.6 We actively 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.
- 3.7 We select all candidates for interview based on their skills, qualifications and experience.
- 3.8 For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- 3.9 We will ensure that all those in the College who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- 3.10 We will also ensure 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 1974.
- 3.11 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 other matter 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.
- 3.12 We make every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.
- 3.13 We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

4. QUALITY MANAGEMENT

- 4.1 It will be the responsibility of the HR Director to review and monitor the effectiveness of the Policy and to recommend change where necessary.
- 4.2 The effectiveness and usage of the Policy will be reported in the Annual Human Resources Quality Report, produced each September by the HR Director.