

RECRUITMENT OF EX OFFENDERS POLICY

Policy Ownership: Human Resources

Scope: Staff

Date: November 2014

INTRODUCTION

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of Trust, UWC Atlantic College complies fully with the Code of Practice. In doing so we treat all applicants for employment or volunteering opportunities fairly. The college undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

The college is committed to the fair treatment of its staff, potential staff, volunteers, potential volunteers or students, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

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. We select all candidates for interview based on their skills, qualifications and experience.

We 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. We 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.

THE USE OF DISCLOSURE AND BARRING CHECKS

All application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we provide all applicants with a copy of this policy statement and the DBS policy. We encourage all applicants called for interview, to provide details of their criminal record at an early stage of the application process. We request that this information is sent under separate, confidential cover, to the college Lead DBS signatory. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the college to ask questions about your entire criminal record history, we will only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure an open and measured discussion takes place, on the subject of any offences or other matter that is relevant to the position.

When making decisions regarding the appointment of ex-offenders, the college will always take account of the following:

- Whether or not the conviction or other information available is relevant to the position
- The seriousness of the offence or other information
- The length of time since the offence or other matter occurred
- Whether there is a pattern of offending
- Whether the applicant's circumstances have changed since the conviction or other matter
- The circumstances surrounding the offence and the explanation provided by the applicant.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the DBS Code of Practice and

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment or volunteering opportunity.

Notwithstanding, anyone who is barred from employment by DfE regulations (e.g. in relation to the Barred List/List99) or who is on the Protection of Children Act List or the Sex Offenders List, will not be permitted to work or volunteer with the college.

Applicants should be aware that the college has a statutory obligation to report to the police and all other relevant bodies, any person who has been barred from working with children and who attempts to secure a position when they are not entitled to do so.

For further information regarding the DBS process, please see the Disclosure and Barring Service Policy