

Policy Statement on the Recruitment of Ex-offenders

It is a requirement of the DBS's Code of Practice that all Registered Bodies must treat DBS applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders; a copy of which is available to DBS applicants at the outset of the recruitment process.

Statement

- As an organisation using the Disclosure and Barring Service (DBS) service to assess applicants' suitability for positions of trust, Reaseheath College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
- Reaseheath College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, marital status, age, disability or offending background.
- The College has a written statement on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.
- The College actively promotes equality of opportunity for all with the right level of talent, skills and potential and welcomes applications from a wide range of candidates.
- Having a criminal record will not necessarily be a bar from working at Reaseheath College. It will depend on the nature of the position and the circumstances and background of the offence.
- The College selects all candidates for interview based on their skills, qualifications and experience.
- A DBS check is only requested after a thorough risk assessment has indicated that one is proportionate and relevant to the position concerned. For those positions where a DBS check is required, all job adverts and job descriptions 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, the College will encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. The College will request that this information is passed under separate, confidential cover, to the Head of Human Resources. The College guarantees that this information will only be seen by those who need to see it as part of the recruitment process.
- The College will ensure that all those involved in the recruitment process are aware of what to do should any disclosures be made to them as part of the recruitment process, and there are staff suitably trained to assess the relevance and circumstances of offences.
- On the subject of any offences or other matter that might be relevant to the position the College will ensure that an open and measured discussion takes place as defined in the Rehabilitation of Offenders Act 1974. This is usually with the Lead Safeguarding Officer/Vice Principal. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer.

- The College will make every individual who is the subject of a DBS check aware of the existence of the DBS Code of Practice.
- The College will undertake to discuss any matter revealed in a DBS check with the individual seeking the position before withdrawing a conditional offer of employment.