

RECRUITMENT OF EX-OFFENDERS

AREA: RECRUITMENT

TOPIC: POLICY STATEMENT ON RECRUITMENT OF EX-OFFENDERS

POLICY

Herefordshire and Ludlow College uses the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust. The College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.

We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

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

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.

All candidates offered an appointment for posts which give them access to children, young people or vulnerable adults are required under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 to disclose details of all previous unspent convictions. **Disclosure of any criminal conviction(s) will not necessarily debar a candidate from employment with the College** – this would depend on the nature of the offence(s) and their relevance to this appointment. Failure to declare previous convictions could lead to the withdrawal of the offer of employment. All employment at the College will be subject to completion of a DBS check.

Where a disclosure is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at an early stage in the application process. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that all those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

At interview, or in a separate discussion, we 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.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY BAR YOU FROM WORKING WITH US. This will depend on the nature of the position and background of the offences.