

## **POLICY ON THE EMPLOYMENT OF EX-OFFENDERS**

### **1. Introduction**

- 1.1. As an organisation using the Disclosure Barring Service (DBS) to assess applicants' suitability for positions of trust, Bishop Burton 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 Disclosure on the basis of a conviction or other information revealed.

### **2. Policy Statement**

- 2.1. Bishop Burton College 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 dependants, age, physical/mental disability or offending background.
- 2.2. Having a criminal record will not necessarily be a bar from working at Bishop Burton College. This will depend on the nature of the position and the circumstances and background of the offence.

### **3. Aim**

- 3.1. 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.

### **4. Objectives**

- 4.1. Our objective is to ensure that applicants have the opportunity to discuss their offence confidentially at an early stage of the recruitment process. All recruitment decisions are based on the nature of the position, and the circumstances and relevance of the offence.

### **5. Criteria for Use**

- 5.1. Not Applicable

### **6. Implementation**

- 6.1. This policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.
- 6.2. 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.

- 6.3. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- 6.4. Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide comprehensive details of their criminal record, including the nature of the conviction and sentence, following the short list stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Bishop Burton College and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- 6.5. We ensure that all those at Bishop Burton 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.
- 6.6. 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 comprehensive information including the nature of the conviction and sentence could lead to withdrawal of an offer of employment.
- 6.7. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- 6.8. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

## **7. Method of Monitoring**

- 7.1. This policy will be monitored regularly as part of the College and DBS assurance processes.
- 7.2. **Authorship:** Deputy Principal HR & Organisational Services Director
- 7.3. **Date:** September 2022
- 7.4. **Reviewing Officers:** Deputy Principal HR & Organisational Services Director

*This document is available in a variety of formats. Student Services or main reception will supply guidance on the range*