

Recruitment of Ex-offenders Policy

For the attention of: All Staff
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Approved by: SMT
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Vision, Purpose & Values

Our Vision

Our students will be recognised locally & nationally for their positive impact on the communities and industries in which they choose to work.

Our Purpose

To inspire our students to gain the skills, knowledge and behaviours they need to be resilient and thrive in an ever-changing world.

Our Values

Excellence: A culture of creativity, high expectations, ambition and aspiration

Respect: Showing fairness, courtesy and mutual respect to each other and our environment

Integrity: Honesty, openness and trust at the heart of College life

Diversity: Celebrating diversity and inclusivity as a key to our success

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1. Purpose

The purpose of this policy is to set out our approach to considering suitability of an applicant, who has a caution or conviction to undertake work, whether paid or on a voluntary basis, at the college.

2. Background

As a college who provides education and training to children, young people and vulnerable adults, we are required to safeguard our students by following the Statutory Guidance for Schools and Colleges under 'Keeping Children Safe in Education,' which is updated September each year.

All applicants who are offered employment will be subject to an enhanced criminal record (DBS) check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of prosecutions, cautions, reprimands or final warnings, as well as convictions.

All our posts are exempt from the Rehabilitation of Offenders Act 1974, which means that those 'spent' convictions that are not filtered will be declared when a DBS check is undertaken. A full list of these offences can be found on the gov.uk website. We can only ask you about the convictions that appear on your DBS certificate.

3. Scope

This policy applies to all prospective employees, employees, agency workers, volunteers, consultant and other contracted persons, whether contracted directly or through another employer or agency.

4. Principles

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 amendment using criminal record checks processed through the Disclosure and Barring Service (DBS), TWFCG complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

TWFCG undertakes not to discriminate unfairly against anyone subject of a criminal record check on the basis of a conviction or other information revealed.

TWFCG 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.

TWFCG actively promotes 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.

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

Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an unspent conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

TWFCG ensures that all those in TWFCG who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

TWFCG also ensures 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.

5. Process

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.

We also make those who are required to undertake a DBS check aware of the [code of practice](#).

Our application form gives an opportunity for confirming whether you have any convictions or cautions.

At interview, or in a separate discussion, we will have an open and measured discussion with you on the subject of any offences or other matter that might be relevant to the position e.g. gaps in employment. The nature of the offence, the time since it occurred, whether there are repeat offences and the circumstances surrounding it are helpful to us in making a decision about whether it is relevant to the role you have applied for.

As examples:

A candidate applying for a role as an Administrator has a driving conviction. We are unlikely to consider this as a risk to the safety of our students and are likely not to need to discuss the matter.

A candidate applying for a role as a Lecturer who has a conviction for supplying drugs. This is likely to be a concern to us and we would want to discuss this further with you.

Following discussion with you and having considered the background to any offences a decision will be made about whether an offer of employment, or voluntary work, can be made.

In rare cases where a candidate does not reveal information that is directly relevant to the position sought, and this later comes to light, could lead to the withdrawal of an offer of employment, or dismissal where employment has already commenced.