

## **The Recruitment of Ex-Offenders**

As a college using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Peter Symonds College complies 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.

Employment at the College, with its privileged access given to children under the age of 18, is defined as exempted under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. The employment of all staff, including volunteers and governors, is be subject to a Disclosure and Barring Service (DBS) Disclosure at Enhanced level.

This written policy is made available to all Disclosure applicants at the outset of the recruitment process.

1. On some occasions, individuals are able to start pending receipt of the DBS Disclosure or (in the case of short-term assignments) without a Disclosure being requested. This is subject to an individual Risk Assessment being drawn up by the Director of Personnel & Corporate Services. No one can start without either a Disclosure or Risk Assessment.
2. The College will pay the cost of the Disclosure where a charge is made. Where applicants have registered with the DBS Update Service, the College will check their DBS Certificate Status online and can accept an appropriate Status Check result in place of a new Disclosure.
3. The College 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. We select all candidates for interview based on their skills, qualifications and experience.
4. All application forms and job adverts will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.
5. All applicants called for interview are requested to provide details of their criminal record at the application stage of the application process. It is requested that this information is sent under separate, confidential cover, to the Director of Personnel & Corporate Services and the College guarantees that this information will only be seen by those who need to see it as part of the recruitment process.
6. Those persons who see a Disclosure (see point 5 above) have been suitably trained to identify and assess the relevance and circumstances of offences. The College also ensures that they have received appropriate guidance and advice in the relevant legislation relating to the employment of ex-offenders.
7. At interview, or in a separate discussion, those involved 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.
8. The College makes every subject of a DBS Disclosure aware of the existence of the DBS code of Practice and makes a copy available on request.
9. The College undertakes to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**10. Having a criminal record will not necessarily bar a candidate from working with us.**

This will depend on the nature of the position and the circumstances and background of their offences.

11. A decision as to whether a DBS Disclosure is required for a contractor or similar is made on a case-by-case basis.

12. All information provided to us by the employee or potential employee and by the DBS is handled in line with our obligations under the Data Protection Act 1998.

Additionally, and in accordance with the Department for Education statutory guidance 'Keeping children safe in education' published in July 2015, the College will:

- Verify a candidate's identity;
- Obtain a separate barred list check as appropriate if an individual will start work in regulated activity before the DBS certificate is available;
- Verify a candidate's mental and physical fitness to carry out their role by means of a health questionnaire;
- Make further checks if the person has lived or worked outside the UK as considered appropriate;
- Verify professional qualifications, as appropriate.

The College will also undertake a NCTL Prohibition check for all teaching staff.

Does this policy impact on equal opportunities within the College? No

If so, give details and, if appropriate, indicate how these will be ameliorated.

Reviewed by: Director of Personnel & Corporate Services

Ratified: June 2005

Reviewed: April 2007

Reviewed: April 2009

Reviewed: April 2010

Reviewed: June 2012

Reviewed: November 2013

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