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| Category | Human Resources | | |
| Document Name | Policy Statement on Recruitment of Ex-Offenders | | |
| Accountable Body | RADIUS Trust | | |
| Reference | HR.P1.T3 | Date Ratified | 22 May 2014 |
| Version | 1.3 | Last Update | 22 April 2014 |

Related Policies

| Name | Reference |
|-----------------------------|-----------|
| Recruitment Policy | HR.P1 |
| Equality & Diversity Policy | GM.P1 |

Reference Material

| Guidance |
|----------------------|
| DBS Code of Practice |

Related Documents

| Document | Reference |
|------------------------------------|-----------|
| Pre-Employment Checking Procedures | HR.P1.T1 |
| DBS Procedures | HR.P1.T4 |

Introduction

1. It is a legal requirement that all registered bodies and prospective employers 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 and employers who are Regulated Activity providers (including schools) to have a written policy on the recruitment of ex-offenders, a copy of which can be given to DBS applicants at the outset of the recruitment process.
2. This policy statement should be read alongside the Trust's Recruitment Policy.

Policy Statement

3. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for posts in Regulated Activity, RADIUS Trust complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The Trust undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
4. The School / Charity Office 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.
5. A summary of this written policy on the recruitment of ex-offenders is made available to all DBS applicants at the outset of the recruitment process by inclusion in the information pack for applicants.



6. The School / Charity Office 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. The School / Charity Office selects all candidates for interview based on their skills, qualifications and experience.
7. As a Regulated Activity provider (RAP) all paid employees are in regulated activity and therefore subject to checks with the DBS.
8. In relation to volunteers and contractors, DBS checks are only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.
9. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
10. All applicants called for interview are encouraged to provide details of their criminal record at an early stage in the application process by completing the criminal declaration and the Trust guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
11. The School / Charity Office ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The School / Charity Office also ensures that they have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and know how to access advice and support e.g. from the Trust HR service, registered body, the DBS, etc.
12. At interview, or in a separate discussion, the School / Charity Office 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.
13. The School / Charity Office make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.
14. The School / Charity Office undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by senior leaders in each school or by the Trust's HR Manager.