

## Recruitment of Ex-Offenders Policy Statement

As an organisation using the Disclosure and Barring Service to assess applicants' suitability for positions of trust, Nelson and Colne College Group complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. The College undertakes not to discriminate against any subject of a disclosure on the basis of a conviction or other information revealed.

This written policy on the employment of ex-offenders is made available (upon request) to all disclosure applicants.

Nelson and Colne Group actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes 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.

As enhanced DBS disclosures are requested for all positions at the College, all application forms, job adverts and recruitment campaigns will contain a statement that an enhanced DBS check will be requested in the event of the individual being offered the position.

We encourage all applicants to provide details of their criminal record at an early stage in the recruitment process. We request that this information is sent under separate, confidential cover, to the Human Resources Manager. This information will only be considered if the applicant is identified as the most appointable candidate at the end of the selection process.

We will ensure that Human Resources staff, who are involved in all recruitment processes, 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.

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. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment or a dismissal at a later date.

Every subject of a DBS disclosure will be made aware of the existence of the DBS Code of Practice, a copy of which is available on request.

The College undertakes to discuss any matter revealed on a DBS certificate with the individual seeking employment before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar an applicant for an employment opportunity. This will depend on the nature of the position and the circumstances and background of the offence(s).

### Further Information regarding conviction information

On the 29 May 2013, legislation came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

In addition, employers will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions.

All cautions and convictions for specified serious violent and sexual offences, terrorist related offences and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded.