



Policy on the Recruitment of Ex-Offenders

Updated:	September 2023
Reviewed by:	Rebecca Phillips, Assistant Bursar (HR)
Next review date:	September 2024

CONCORD COLLEGE

POLICY ON THE RECRUITMENT OF EX-OFFENDERS

As an organisation using the Disclosure and Barring Service (DBS) service to assess applicants' suitability for positions of trust, Concord College complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

This policy is made available to all DBS check applicants, as part of the recruitment process.

Concord College is committed to the fair treatment of its staff, potential staff or students, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

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.

An enhanced DBS check (with barred list information) is requested for every individual being offered employment at Concord College. This is clearly stated on our job advertisements, application forms and recruitment briefs to third party recruitment agencies.

Our application form also states that at the shortlisting stage, applicants will be required to sign a declaration in relation to their criminal record and regarding information that would make them unsuitable to work with children. This information will only be seen by the HR department and/or relevant members of the Concord Senior Management Team (if applicable). Failure to disclose a conviction which is later revealed by an enhanced DBS check with children's barred list information will result in an offer of employment being withdrawn.

We ensure that all those at Concord 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.

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 information that is directly relevant to the position sought could lead to an offer of employment being withdrawn or termination of employment.

Every subject of a DBS check is made aware of the existence of the Code of Practice and also that a copy is available on request.

We undertake to discuss any matter revealed by a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar an applicant from obtaining a position at Concord College. This will depend on the nature of the position and the circumstances and background of the offences.

In line with the Exceptions Order 1975 all posts within Concord College are exempt from the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered 'spent'. It is unlawful for the College to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the

College. The College will make a report to the Police and / or the DBS if it receives an application from a barred person; or it is provided with false information in, or in support of a candidate's application; or it has serious concerns about an applicant's suitability to work with children