



# **Chiltern Way Academy**

Turning Futures Around

## **RECRUITMENT EX-OFFENDERS POLICY**

**Prepared by: HR Manager**

**APRIL 2016**

## **Policy for the Recruitment of Ex-Offenders**

- As an organisation using the Disclosure & Barring Service [DBS] application service to assess applicants' suitability for positions of trust [positions where jobholders / volunteers are required to have access to vulnerable groups], Chiltern Way Academy complies fully with the DBS Code of Practice [a copy of which is available on request] and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS Certificate [a document containing information held by the police and government departments] on the basis of conviction or other information revealed.
- This written policy on the recruitment of ex-offenders is made available to all applicants at the outset of the recruitment process.
- The Chiltern Way Academy 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.
- A DBS Certificate is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Certificate is required, all application forms and recruitment briefs will contain a statement that a Certificate will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is provided under separate, confidential cover to a designated person [either a Senior HR Officer or Chairman of the Interview Panel] within Chiltern Way Academy and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Questions are asked at the application stage about criminal records to identify information relevant to the role. Recruiting managers consider both the rights of the applicant and the protection of individuals prior to making the selection decision.
- Discrimination either in favour of or against any persons currently in employment who have disclosed their criminal record is not permissible [unless the offence debars them from continued employment] and such information is strictly confidential.
- Unless the nature of the position allows Chiltern Way Academy to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- Managers who are involved in the recruitment process have been provided with training to identify and assess the relevance and circumstances of offences with the guidance of Senior HR Officers. This training will include 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, 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 or voluntary work.
- The Chiltern Way Academy undertakes to discuss any matter revealed in a Certificate with the person seeking the position before withdrawing a conditional offer of employment or voluntary work.

Chiltern Way Academy is committed to the fair treatment of its employees, volunteers, potential employees, potential volunteers or users of its services, regardless of race, gender, religion, sexual orientation, ethnic origin, economic class, language, nationality, education, family/marital status, social background, those with HIV positive status, age, physical and mental ability.

### **Having a criminal record will not necessarily bar you from working with us**

#### **Policy History**

Initial Adoption – April 2016

<b>Policy Date</b>	<b>Summary of Change</b>	<b>Contact</b>	<b>Implementation Date</b>	<b>Approved by Governors</b>	<b>Review Date</b>
April 2016	1 <sup>st</sup> version for Academy conversion	HR Manager	April 2016		April 2018