



Chiltern Way Academy

Turning Futures Around

Recruitment of Ex-Offenders Policy

Responsibility for this policy (job title): Business Manager

Responsibility for its review: Principal

Approved: 15.05.2018

Next Review Date: Summer 2020

Policy for the Recruitment of Ex-Offenders

- As an organisation assessing applicant's suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order the Academy uses 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] criminal records check 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.
- The Chiltern Way Academy selects all candidates for interview based on their skills, qualification and experience.
- 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 matters 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.
- The Chiltern Way Academy makes every subject of a criminal record check submitted to the DBS aware of the existence of the DBS Code of Practice.

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 or belief, sexual orientation, marital status, age, disability .

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