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Quality Assurance Policies & Procedures

THE RECRUITMENT OF EX OFFENDERS

1 Overview

- 1.1 As a registered body, the College is required to meet a number of obligations which are outlined in the Criminal Record Bureau's Code of Practice. Many of these obligations focus on the fair use of information and place responsibilities upon employers.
- 1.2 This procedure will be made available to those applying for positions where a Disclosure is a prerequisite to a successful application.

2 Compliance Statement

- 2.1 As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Hartlepool College of Further Education complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- 2.2 Hartlepool College of Further Education 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.
- 2.3 This policy on the recruitment of ex-offenders will be made available to all Disclosure applicants at the outset of the recruitment process.
- 2.4 The College will 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. It will select all candidates for interview based on their skills, qualifications and experience.
- 2.5 A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. All application forms, job advertisements and recruitment briefs will contain a

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statement that a Disclosure will be requested in the event of the individual being offered the position.

- 2.6 Where a Disclosure is to form part of the recruitment process, the College will encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. It will be requested that this information is sent under separate, confidential cover, to a designated person within Hartlepool College of Further Education and guarantee that this information is only seen by those who need to see it as part of the recruitment process.
- 2.7 Unless the nature of the position allows Hartlepool College of Further Education to ask questions about an applicant's entire criminal record the College will only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- 2.8 The College will ensure that all those in Hartlepool College of Further Education who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. It will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.
- 2.9 At interview, or in a separate discussion, the College will 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.
- 2.10 The College will make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- 2.11 The College will undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- 2.12 **Having a criminal record will not necessarily bar an applicant from working in the College.** This will depend on the nature of the position and the circumstances and background of the offences.