

## **Guidelines on the Recruitment of Ex-Offenders**

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability, Runshaw College complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against an individual on the basis of conviction or other information revealed. Runshaw College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, ethnic background, sex, religion or belief, sexual orientation, marital status, age, disability or offending background.

We value diversity and welcome applications from a wide range of individuals, including those with criminal records.

In order to check an individual's suitability to work in an educational environment with children, young people and vulnerable adults, successful applicants will require a DBS check. If you have joined the DBS Update Service your Certificate will be portable, for use at Runshaw, provided checks have been completed on the Child workforce.

As part of the recruitment process, all applicants are required to provide details of their criminal record at an early stage in the application process. We guarantee that this information is only seen by those who need to see it as part of the recruitment process.

The post is exempt from section 4(2) of the Rehabilitation of Offenders Act (Exemption) 1975. Therefore it is necessary for you to reveal any information concerning convictions including those "spent". For more explanation and guidance about what constitutes a "protected" conviction or caution that you do not need to disclose and would be filtered from a DBS Certificate please see the Disclosure and Barring Service website or guidance provided by Unlock available at [www.unlock.org.uk/userfiles/file/informationhub/db](http://www.unlock.org.uk/userfiles/file/informationhub/db).

College managers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

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. We undertake to discuss any matter revealed in a DBS Certificate with the individual seeking the position before any decision is made.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of a conditional offer of employment or dismissal if you have already commenced employment.

Applicants can visit [www.gov.uk/dbs](http://www.gov.uk/dbs) for a copy of the Code of Practice.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s).