

Recruitment of Ex-Offenders

Fairness in Recruitment

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.

What you will be asked to disclose on the Application Form

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. Runshaw College meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants will be asked to disclose:

- Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Yes/No)
- Do you have any adult cautions (simple or conditional) or spent convictions that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) Order 2020? (Yes/No)

If you have answered 'Yes' to either of the above questions, you will be required to provide details of the relevant convictions or cautions.

A "protected" conviction or caution is one which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) provides does not need to be disclosed when applying for certain jobs and activities. If a protected conviction or caution is disclosed it should not be taken into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

What you will be asked at Interview

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 recruitment decision is made.

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).

Enhanced DBS Check

All applicants who are offered employment will be subject to an Enhanced DBS check from the Disclosure & Barring Service. 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.

Failure to disclose information which you are required to provide could result in the withdrawal of an offer of employment or subsequent dismissal or disciplinary action by Runshaw College.

For a copy of the DBS Code of Practice, applicants can visit www.gov.uk/government/publications/dbs-code-of-practice