

# Recruitment of Ex-Offenders Policy 2017

## Monitoring

By	Review Period	Method
Governing body	Bi-Annual	Meeting

Ownership: Human Resources Manager

## Revision History

Review	Changes	Next Review Date
November 2015	Update to include the vision and CRB to DBS	
February 2017	Review of policy	February 2019



# St Joseph' Catholic College

## Policy Statement on the Recruitment of Ex-Offenders

### **Purpose of the Policy**

The purpose of the policy is to set out how the College supports equality for all applicants whilst also complying with good practice for the employment of staff who come into contact with vulnerable individuals.

### **St Joseph's Vision and Values and how this policy support this**

Our College Vision statement states that:

"Our Catholic College seeks to be a community in which all are valued, where the life and the relationships of the College are permeated by Gospel values and in which the individual is seen as unique, with infinite potential for growth towards wholeness. The College, in active partnership with home, parish and the wider community, endeavours to prepare all its members for a future in which they will be able to make a positive contribution and take up the challenge of their faith."

This policy supports this vision by applying recruitment procedures which ensure all are valued and the education of students is paramount.

### **Outline of the Policy Approach**

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, St Joseph's Catholic College (The College) complies fully with the DBS Code of Practice.

The College 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.

We 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. We select all candidates for interview based on their skills, qualifications and experience.

All posts within the College are subject to DBS clearance and as such, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request

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 sent under separate, confidential cover, to a designated person within the College and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that all those in the College who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in 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, 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. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment

When considering any disclosure or declared conviction information received consideration will be given to

- The employer legal responsibilities
- What level of supervision the post holder will receive.
- Whether the nature of the job presents any realistic opportunities for the post holder to re-offend in the place of work.
- Whether the post involves any direct responsibility for finance or items of value.
- Whether the post involves direct contact with the public.
- The nature of the conviction/caution, when it happened, the circumstances involved, the sentence,
- Patterns of offending, efforts to avoid re-offending.
- The seriousness of the offence/s and relevance to the safety of other employees, customers, service users and property. Generally speaking, the longer the sentence, the more seriously the Courts viewed the offence at the time. Custodial sentences are usually more serious than non-custodial sentences.
- The length of time since the offence occurred. (e.g. how effective has rehabilitation been?).
- Any relevant information offered by the applicant about the circumstances that led to the offence being committed, for example, the influence of domestic or financial difficulties.
- Was the offence a one-off, or part of a history of offending (e.g. is the offence likely to re-occur?).
- Whether the applicant's circumstances have changed since the offence was committed, making re-offending less likely (e.g. improved personal circumstances, drug addiction therapy etc.)

- The country in which the offence was committed; for example, some activities are offences in Scotland and not in England and/or Wales, and visa versa.
- The degree of remorse, or otherwise, expressed by the applicant and their motivation to change

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 offences