



RECRUITMENT OF EX-OFFENDERS POLICY

Last Updated:
Human Resources Committee:
Corporation Approval:
Review Date:

March 2010
March 2010
March 2010
Every 3 years



RECRUITMENT OF EX-OFFENDERS POLICY

1. Policy statement

- 1.1. The College is, under the Rehabilitation of Offenders Act 1974, an 'excluded' organisation and as such, applicants are required to disclose any criminal convictions, police cautions or police warnings which are 'spent' or otherwise. Applicants must ensure that they provide full information in the appropriate place on the application form. Failure to do so may place the applicant at a disadvantage. However, BHASVIC is an equal opportunities employer and is committed to eliminating prejudice in employment. We recognise that people with criminal convictions often face discrimination when seeking employment.
- 1.2. This policy has been written to ensure that by disclosing any criminal conviction, no applicant is unfairly disadvantaged. Information will be treated in the strictest confidence; the information will only be made available on a need-to-know basis and candidates will only be refused employment if it is felt that it makes them unsuitable for work involving considerable access to children, young people (up to the age of 18) and vulnerable adults.

2. Scope of policy

- 2.1. This policy applies to all staff and governors who are new to the College, including staff who are employed on a fixed term contract but not normally those who are employed through an agency.

3. General Principles

- 3.1. The College will request an Enhanced Disclosure through the Criminal Records Bureau on successful candidates whose normal day to day activities will bring them into frequent and intensive contact with children, young people and vulnerable adults.
- 3.2. The College will undertake an Enhanced Disclosure search on all successful candidates and governors. The information obtained from this Disclosure will remain confidential and will only be shared with relevant members of staff in the course of the recruitment and vetting process.
- 3.3. The College will ensure that information contained in Disclosures or disclosed during the recruitment process is not passed to any other organisation without the express and informed consent of the individual concerned. Disclosure information will be kept locked in a secure place, access to which is limited to members of the HR Department. Disclosures will be retained for no longer than is required for the purpose for which they were obtained. In general, this will be no longer than six months after the date of recruitment or when other relevant decisions have been taken. In the event of any dispute, Disclosures will be retained only until such disputes have been resolved.
- 3.4. The College will ensure that at the end of the time period for which it has been retained, the Disclosure will be securely disposed of, normally by shredding.
- 3.5. In the event that the College is made aware of any convictions, 'spent' or otherwise, we will discuss these with the prospective employee and assess if the convictions have any implications regarding their job offer or continued employment. Convictions will only be taken into account if it is felt that it would make them unsuitable for work involving access to

children, young people or vulnerable adults, or unsuitable to do the job for which they have applied.

- 3.6. The Criminal Records Bureau has issued a Code of Practice that is available to view on <http://www.crb.homeoffice.gov.uk/> ; a hard copy can also be obtained from the HR Department.

4. Review of Policy

- 4.1. This policy will be reviewed every three years or sooner if required.

5. Related policies and documents

- Child Protection Policy
- Contract of Employment
- Data Protection Policy
- Equality and Diversity Policy
- Instruments and Articles of Governance
- Race Equality Policy
- Safeguarding Policy
- Staff Recruitment and Selection Policy

February 2010