

# BHASVIC

## RECRUITMENT OF EX-OFFENDERS POLICY

**Last Updated:** July 2025

**Review Date:** July 2028





## RECRUITMENT OF EX-OFFENDERS POLICY

### 1. Policy statement

- 1.1 BHASVIC are required to carry out criminal records checks to assess applicants' suitability for certain positions in line with the Rehabilitation of Offenders Act 1974 (Exceptions) Order.
- 1.2 We process criminal record checks through the Disclosure and Barring Service (DBS) via a registered 3<sup>rd</sup> party.
- 1.3 BHASVIC complies fully with the [Code of Practice](#) and aims to treat all applicants fairly. We do not discriminate unfairly against any candidate who might have a conviction or other information on the criminal record check.
- 1.4 BHASVIC is committed to the fair treatment of all job applicants, agency/casual staff, volunteers, and anyone looking for work experience, regardless of their offending background. Candidates will only be refused employment if we believe their offending background makes them unsuitable to work with children (up to the age of 18) or unsuitable to do the job they have applied for.

### 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. In addition, it applies to all job applicants, agency/casual staff, volunteers, and anyone looking for work experience.

### 3. General Principles

- 3.1 The College will process an Enhanced Disclosure through the Disclosure and Barring Service on all successful candidates, governors and volunteers in accordance with the College vetting and barring checks.
- 3.2 The information on the Disclosure will be kept confidential and will only be shared with relevant members of staff during the vetting process. This process only happens after a conditional job offer has been accepted.
- 3.3 This policy on the recruitment of ex-offenders is publicly available on our website and anyone considering applying for a job is encouraged to read it before they begin their application.
- 3.4 The College actively promotes equal opportunities for everyone with the right mix of talent, skills and potential. We welcome applications from a wide range of candidates, including those with criminal records. We will select all candidates for interview based on their skills, qualifications, and experience.
- 3.5 All candidates invited for an interview will be encouraged to bring details of any criminal record in writing in a sealed envelope to the interview process. The envelope will only be opened if the candidate is successful, and the panel plans to make a conditional job offer. The information will only be seen by the principal and/or lead interview panel member, and HR manager.
- 3.6 All staff who might lead an interview panel are given Safer Recruitment training, which includes how to assess the relevance and circumstances of any criminal background. We also ensure that they have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- 3.7 If a conditional job offer is made and the candidate has disclosed a criminal record, we will have an open and measured conversation about any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the role may lead to the withdrawal of an offer of employment or the termination of employment.

3.8 Whenever the College asks for a criminal record check on someone, we will tell them about the DBS Code of Practice.

3.9 If anything comes up on a DBS check which was not previously disclosed, we will always discuss this with the individual before withdrawing a conditional job offer or ending employment. This conversation will normally be with the HR Manager but could also be with a member of the senior leadership team.

3.10 Having a criminal record will not necessarily bar an applicant from working at BHASVIC. This will depend on the offence and whether it is relevant to the job they have applied for. The factors taken into account will include the responsibilities of the position, the level of access to students, the nature of the offence(s), the number and pattern of the offences (if there is more than one), how long ago the offence(s) occurred and the age of the offender when the offence(s) occurred

#### **4. Filtering of certain offences from criminal record certificates**

4.1 Some offences may be filtered and won't be disclosed on an enhanced DBS check. This may include certain old or minor offences; youth cautions, warnings or reprimands; convictions and cautions which did not result in a custodial or suspended sentence; or if a certain amount of time has passed.

4.2 Certain offences will always be disclosed. This includes all unspent conditional cautions and convictions and all convictions resulting in a custodial or suspended sentence (even if the conviction is spent). Certain specified offences will always be disclosed including all cautions and convictions for serious crimes, especially involving violence, sex, or anything else which is considered relevant for safeguarding of children and vulnerable adults.

4.3 Anyone who is unsure whether they need to disclose their criminal offence should check the full filtering guidance: <https://www.gov.uk/government/collections/dbs-filtering-guidance>. If an employee or job applicant chooses to disclose something which is filtered out of a DBS check, the College cannot factor the disclosure in to any recruitment decision and must continue the process as though no disclosure has been made.

#### **5. Review of Policy**

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

#### **6. Related policies and documents**

- Child Protection and Safeguarding Policy
- Contract of Employment
- Data Protection Policy
- DBS Code of Practice
- Equality, Diversity and Inclusivity policy
- Instrument and Articles of Government
- Staff Code of Conduct and Model of Professional Behaviour
- Staff Recruitment and Selection Policy

**July 2025**