

Policy and Procedure Title	Recruitment of Ex-Offenders
Date Approved	October 2017
Approved by	Executive
Date of Impact Assessment	October 2017
Next Review Date	October 2019
Executive Lead	Vice Principal People & Planning
Applicable to:	Staff
Accessible to:	Staff

1 Scope and Purpose

- 1.1 The purpose of the Recruitment of Ex-Offenders Policy and Procedure is to provide information regarding how Loughborough College assess applicants' suitability for employment.
- 1.2 This procedure is applicable to all posts in the College, whether paid or voluntary.
- 1.3 It is the responsibility of the Head of HR to ensure that the procedure is adhered to within the College.

2 Policy Statement

- 2.1 As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Loughborough College complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly.
- 2.2 Loughborough College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of any protected characteristic or offending background.

3 Equality and Diversity Statement

- 3.1 Loughborough College actively promotes 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. An Equality Impact Assessment was conducted in October 2017 and any necessary amendments made to the policy.

4 Procedure

- 4.1 Loughborough College select all candidates for interview based on their skills, qualifications and experience.
- 4.2 An application for a criminal record check is only submitted for those positions where a criminal record check is identified as necessary.
- 4.3 All application forms will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

- 4.4 Loughborough College ensures that all employees involved in the recruitment administration process have been suitably trained to identify and assess the relevance and circumstances of offences.
- 4.5 Loughborough College ensures that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position following an appropriate risk assessment.
- 4.6 Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- 4.7 Loughborough College undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

5 Location and Access to the Policy

- 5.1 This policy is stored on SharePoint and is available to all employees or prospective employees on request.

6 Persons Responsible for the Policy

Head of HR

7 Linked Policies

HR-P012 Recruitment and Selection Policy

8 Linked Procedures

HR-P038 Recruitment and Selection procedure

9 Change log

Date	Version	Details of change	Review / Revision by	
			Name	Title
09/10/2017	1.0	Header and footer details and format changed.	Hayley Dobson	Document Administrator
10/10/2017	1.0	Equality Impact Assessment Completed	Des Gentleman	Equality and Diversity Manager