

## **Recruitment of Ex Offender Policy and Procedure**

### 1 Scope and Purpose

- 1.1 This policy applies to all employees of Loughborough College (the “College”) and all staff working for the College at any of its’ premises, including: casual and agency staff, directors and officers.
- 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 It is the responsibility of the Director of HR to ensure that the procedure is adhered to within the College.
- 1.3 The Purpose of this policy is to safeguard all students and employees in line with Keeping Children Safe in Education guidelines.
- 1.4 This policy does not apply to matters over which the College has no direct control. This may include law, regulation or statute.

### 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

- 3.1 This policy and procedure has been assessed for its impact on equal opportunities and will be informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities legislation.

### 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

Director of HR

## 7 Linked Policies

Recruitment and Selection Policy

## 8 Linked Procedures

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

31/01/2023	2.0	Updated policy	Nicole Yates	Senior HR Business Partner
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