

Colchester Institute - Policy on recruitment of ex-offenders

As an organisation assessing 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), Colchester Institute complies fully with the DBS Code of Practice and undertakes to treat all submissions fairly. Colchester Institute undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Colchester Institute can only ask an individual to provide details of convictions and cautions that Colchester Institute are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended), Colchester Institute can only ask an individual about convictions and cautions that are not protected.

- Colchester Institute 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.
- Colchester Institute has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants.
- Colchester Institute 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 application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, recruitment information will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- Colchester Institute ensures that all those in Colchester Institute who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Colchester Institute also ensures 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, Colchester Institute ensures 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 or impact on a current staff member's employment.
- Colchester Institute makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS Code of Practice by advising of the location on the internet <https://www.gov.uk/government/publications/dbs-code-of-practice> or by providing a copy on request.
- Colchester Institute undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.