

## Policy Statement on the Recruitment of Ex-Offenders for Applicants at the start of the Recruitment Process

Author	Head of HR
Date	June 2022
Person Responsible	Deputy Principal Finance and Resources
Approval/ review bodies	SLT
Frequency of Review*	36 months

*\* Policies will be reviewed more frequently if legal changes or good practice require*

Review History:		
Date of review	Reviewed by	Reason for review
October 2013	Human Resources Manager	Policy statement re-written to reflect DBS Code of Practice
September 2018	Human Resources Manager	Cyclical review
June 2022	Head of HR	Cyclical Review

As an organisation using the Disclosure and Barring Service (“DBS”) checking service to assess applicants’ suitability for positions of trust, North Kent College (“the College”) complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS Check on the basis of a conviction or other information revealed.

The College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion or belief, sexual orientation, caring responsibilities, age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, or offending background.

The College actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. The College selects all candidates for interview based on their skills, qualifications and experience.

All positions at the College require a DBS Check usually at Enhanced level. This requirement is in line with the Police Act 1997 (criminal records) Amendment regulations 2010 no 817, paragraph 7.4. The College application form contains a statement that a Disclosure will be requested in the event of the individual being offered the position.

As a DBS Check will form part of the recruitment process, the College encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. The College requests that this information is sent under separate,

confidential, cover to the Head of HR or HR Manager, North Kent College, Oakfield Lane, Dartford, Kent, DA1 2JT and it guarantees that this information will only be seen by those who need to see it, as part of the recruitment process.

The College ensures that all those within the College who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The College also ensures those individuals 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, the College 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.

The College makes every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request. The College has a DBS policy document.

The College undertakes to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with the College. This will depend on the nature of the position and the circumstances and background of your offences.