Employment of Ex-Offenders Policy
1. **PRINCIPLES**

1.1. This policy is drawn up in line with The Bedford College Group’s (TBCG) Values of:

Student centred: At our heart is always doing what is best for our students. We consider students in all of our decision making to create positive outcomes and memorable experiences for every student.

Educational excellence: We promote educational excellence by delivering programmes that challenge our students to achieve their ambitions.

Teamwork: We are one team who by working together can achieve great things, respecting the opinion and valuing the contribution each of us makes.

Continuous improvement: We challenge ourselves to always do better by trying new things, sharing knowledge, reflecting on best practice and learning from others.

Caring: We care about the wellbeing of our staff, our students, our community and wider society, creating an environment built on trust where we listen, engage and support each other.

Inclusive: We celebrate differences and diversity, recognising that we can learn from each other.

1.2.

1.3. The purpose of this policy is to ensure that no candidate is unfairly discriminated against on a basis of conviction or other details disclosed during TBCG recruitment and selection processes.

1.4. The policy applies to candidates applying for vacancies with TBCG and employees involved in the process of recruitment and selection of staff to TBCG

1.5. This policy is developed in line with the Rehabilitation of Offenders Act, DBS Code of Practice and DBS Filtering Guidelines.

2. **RECRUITMENT OF EX-OFFENDERS**

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), TBCG complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

2.2. TBCG undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
2.3. TBCG can only ask an individual to provide details of convictions and cautions that TBCG 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)

2.4. TBCG can only ask an individual about convictions and cautions that are not protected

2.5. TBCG is committed to the fair treatment of its staff, potential staff or users of its services, regardless of any protected characteristic or offending background

2.6. TBCG has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process

2.7. TBCG 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

2.8. TBCG select all candidates for interview based on their skills, qualifications and experience

2.9. 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, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

2.10. This policy ensures that all those in TBCG who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences

2.11. TBCG 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

2.12. At interview, or in a separate discussion, TBCG 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

2.13. TBCG makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request
2.14. TBCG undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before making a decision on withdrawing a conditional offer of employment.

3. OTHER RELEVANT DOCUMENTATION

3.1. This policy should be read in conjunction with the:

3.1.1. Rehabilitation of Offenders Act 1974 [Link]

3.1.2. DBS Code of Practice [Link]

3.1.3. DBS Filtering Guide [Link]

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<thead>
<tr>
<th>Date of issue</th>
<th>September 2022</th>
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<tbody>
<tr>
<td>Frequency of Review</td>
<td>Reviewed periodically in accordance with legislative changes.</td>
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<tr>
<td>Equality Impact Assessment</td>
<td>This policy has been reviewed in line with the Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability. We will continue to monitor this policy and to ensure that it has equal access and does not discriminate against anyone, especially any person/s listed under any protected characteristic.</td>
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