

SHIPLEY COLLEGE POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Shipley College complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- Shipley College is committed to a fair treatment of its staff, potential staff or users of its services, regardless of age, disability, economic status, gender, race, religion and belief, and sexual orientation.
- This policy, on the recruitment of ex-offenders, is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote 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. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested where the nature of the post requires it in relation to work in College involving access to persons aged under 18 or involving vulnerable adults. All application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position, subject to a satisfactory Disclosure check.
- The nature of the work involved is such that College posts are exempt from the provisions of the Rehabilitation of Offenders Act 1974 and therefore allows Shipley College to ask questions about your entire criminal record, including convictions considered "spent" for other purposes.
- We ensure that all those in Shipley College who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.
- Prior to confirmation of an offer of employment, we ensure 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.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure 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 us. This will depend on the nature of the position and the circumstances and background of your offences.