

SUSSEX DOWNS COLLEGE

POLICY STATEMENT:

THE RECRUITMENT AND EMPLOYMENT OF OFFENDERS AND EX-OFFENDERS INTRODUCTION AND OVERVIEW

The College owes a duty of care to its students, many of whom are young and vulnerable. We need to know about any criminal convictions and/or prosecutions that are pending. Because of the nature of employment with the College, job applicants are therefore asked to provide information about criminal convictions and prosecutions pending including, in relevant cases, information about convictions which, for other purposes are 'spent' under the provisions of the Rehabilitation of Offenders Act 1974. In relevant cases a check as to the existence and content of a criminal record will be requested from the Criminal Records Bureau. Similarly the College requires staff to disclose details of any criminal charges or convictions acquired during employment with the College. More detailed arrangements are described below.

RECRUITMENT

1. As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Sussex Downs 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.
2. Sussex Downs College is committed to the fair treatment of all its staff or students, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, disability or offending background.
3. The College actively promotes equality of opportunity and welcomes applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience.
4. A CRB Disclosure is only requested where it is considered to be proportionate and relevant to the position concerned. For those positions where a Disclosure is required all application forms, job adverts and further details will contain a statement that a Disclosure will be requested in the event of an individual being offered the position.
5. Where a Disclosure is to 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. It is requested that this information is sent under separate, confidential cover, to a designated person within Sussex Downs College and it is guaranteed that this information is seen only by those who need to see it as part of the recruitment process.
6. 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 the withdrawal of an offer of employment or the termination of employment if an appointment has already taken place.

7. The College makes every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and makes a copy available on request.

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

EMPLOYMENT

1. The College requires employees to disclose to the Head of Human Resources, details of any criminal charges or convictions acquired during the period of employment with the College. The College undertakes to treat any information so provided on a confidential basis.

2. Failure to disclose any such criminal charges or convictions may be deemed to be gross misconduct and lead to summary dismissal.

3. The College undertakes to discuss any such criminal charges or convictions with the employee before reaching a decision about any action to be taken.

4. Any action deemed necessary by the College as a result of an employee receiving a criminal charge or conviction will be pursued under the College's Disciplinary Policy.

Prepared by Human Resources

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