

Statement On The Recruitment Of Ex-Offenders



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.

As an organisation using the Disclosure and Barring Service (formerly the Criminal Records Bureau (CRB)) to assess applicants' suitability for positions of trust, ACCROSS 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 Disclosure on the basis of conviction or other information revealed.

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

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.

Our Broad Oak Campus has been designated a specified place and therefore staff working here are required to have an enhanced disclosure. After the relevant checks have been made by the DBS, the original disclosure will then be issued to the individual, the individual is then required to bring their DBS Certificate into HR. The nature of our establishment allows posts to be exempted from the Rehabilitation of Offenders Act 1974 and applicants will be required to disclose details of any criminal record. In addition for posts that are identified as regulated activity' additional checks will be made of the DBS Barred Lists (formerly ISA Barred Lists / List 99).

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to the HR Manager at College and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process. Applicants who are concerned that their convictions may prejudice the chances of being employed by the College should consult the College HR Manager for confidential advice.

The HR Manager's contact details are: **Sarah Heys, Accrington & Rossendale College, Broad Oak Road, Accrington, BB5 2AW. Tel.: 01254 354022 Email: sheys@accross.ac.uk**

Unless the nature of the position allows Accrington and Rossendale College to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

In any discussion with the HR Manager or Senior HR Advisor, 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 the withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice which is available from the HR team or direct from the Disclosure and Barring Service website at the following address: www.homeoffice.gov.uk/dbs

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. We will also advise a Disclosure subject on how to proceed if they disagree with the details which appear in the Disclosure.