

# Statement on the recruitment of ex-offenders for prospective employees

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, South Thames College complies fully with the DBS Code of Practice and undertakes to treat all applications for positions fairly. The College will not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

South Thames College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability 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.

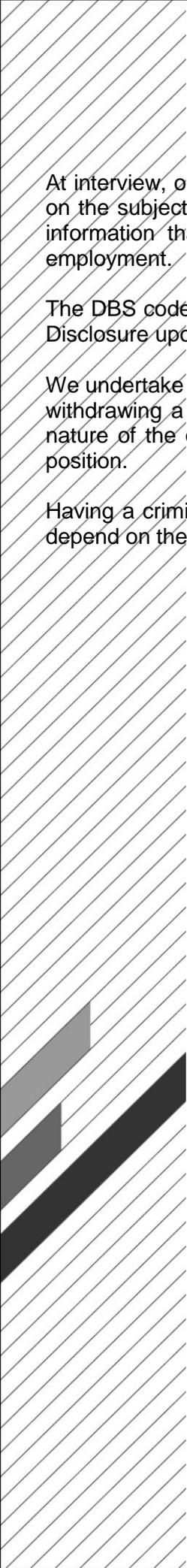
A Disclosure is requested for positions where one is deemed necessary and relevant. For these positions all application forms and recruitment briefs will contain a statement that confirmation of employment is subject to a satisfactory Disclosure being received. All applicants are required to submit information pertaining to previous unprotected criminal convictions.

The organisation processes information about an individual's criminal convictions in accordance with its data protection policy. In particular, data collected during recruitment is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under this disciplinary procedure.

Once an individual is recruited, information about their criminal record gathered in the course of the vetting process will not be transferred to their personnel file.

The organisation is also committed to going through the proper DBS channels to establish whether or not an individual has a criminal record. The organisation will not require job applicants or existing employees to use their subject access rights under data protection provisions to provide criminal record details.

We aim to ensure that all those in South Thames College who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also aim to ensure 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.



At interview, or in a separate discussion, 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.

The DBS code of Practice is available to all potential and existing employees who are subject to a DBS Disclosure upon request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. At this time, all due consideration will be given to the nature of the offence; the time lapsed since the event as well as the relevance of the offence to the position.

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