

## Recruitment of Ex-Offenders

### **1. Introduction**

The Rehabilitation of Offenders Act 1974 (ROA), (Exceptions) Order 1975 (as amended in 2013) was introduced to ensure that ex-offenders, who have not re-offended for a specified period of time since their date of conviction, are not discriminated against when applying for a job.

### **2. Principles**

Applicants, and members of staff with either a spent, or unspent conviction will not be unfairly discriminated against.

Information obtained from the Disclosure and Barring Service will only be used to assess an individual's suitability for employment, where relevant, and will not be used to discriminate in any way. The college is committed to the fair treatment of its employees and potential employees regardless of any protected characteristics under the Equality Act 2010 (as amended) or offending background.

The college actively promote equality of opportunity for all with the right mix of talent, skill 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.

### **3. Declaring Previous Convictions**

When considering the matter, the following examples may be taken into account:

- The seriousness of the offence and its relevance to the safety of other employees, students, research subjects, the public etc.
- The length of time since the offence occurred.
- Any relevant information offered by the applicant about the circumstances which led to the offence being committed.
- The nature of the job and any opportunities that may present the applicant to re-offend.
- The Country in which the offence was committed for example, some activities are offences in Scotland and not in England and Wales, and vice versa.
- Whether the offence has since been decriminalised by Parliament.

Having carefully considered these matters, a decision should be taken as to whether the individual should be appointed. If the decision is not to proceed with the appointment then the applicant will be written to, formally withdrawing the offer of employment. The college will undertake a discussion regarding the content of the disclosure with the applicant before withdrawing any offer of employment.