



Richmond upon Thames College

Policy Statement on the Recruitment and placement of Ex-offenders

The College is a Registered Body for the purpose of carrying our CRB (Criminal Records Bureau) checks. This policy describes how we treat job applicants, agency staff and students who are required to have a CRB check as regards the Disclosure of their criminal record.

All members of staff and agency workers at the College are in positions of trust. They are therefore required to be cleared in accordance with the CRB Code of Practice. The College undertakes to treat all CRB check applicants fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

This policy document is made available to all Disclosure applicants at the outset of the recruitment or in the case of students the placement process. 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 Personnel Manager in the case of job applicants and the Employer Engagement Officer in the case of students. In the case of directly employed staff the cost of the CRB check is met by the College and students meet the cost themselves. In the case of agency staff the policy of the employment agency will apply.

Because of the nature of the students at the College we will ask about all criminal convictions whether spent or not.

All Senior Managers and members of staff of the Personnel Department who are involved in the recruitment process are regularly 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, e.g. the Rehabilitation of Offenders Act 1974.

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 relevant to the position sought could lead to withdrawal of an offer of employment or subsequent dismissal.

We undertake to follow the advice from the CRB on any matter revealed in a Disclosure. This will normally entail a discussion with the person seeking the position. Information obtained will be held securely and in accordance with the CRB Code of Practice.

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.