

# De La Salle College



## Recruitment of Ex-Offenders Overview

Compiled by: The Head Master	Date: March 2016
Policy Holder: Ms K Wall	Revision date: July 2018

(Developed in line with the Home Office Code of Practice for Disclosure and Barring Service Registered Persons).

This Policy applies to all staff recruitment at De La Salle College.

As an organisation using the DBS Disclosure service to assess applicants' suitability for positions of trust, De La Salle 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 a conviction or other information revealed.

De La Salle 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 dependants, age, physical/mental disability or offending background.

Our written policy on the [recruitment of ex-offenders](#) is made available to all applicants at the outset of the recruitment process.

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 all applicants applying for a position De La Salle College. All application forms, job adverts and recruitment briefs will therefore contain a statement that Disclosure will be requested in the event of the individual being offered the position.

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 a designated person within De La Salle College and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

The nature of all positions at De La Salle College allows us to ask questions about the applicant's entire criminal record i.e. convictions spent and unspent as we are exempted from the Rehabilitation of Offenders (Jersey) Law 2001 under Article 17 of the Rehabilitation of Offenders (Exceptions) (Jersey) Regulations 2002.

We ensure that all appropriate staff in Human Resources De La Salle College who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. Rehabilitation of Offenders (Jersey) Law 2001 and the exemptions to that. Line managers are advised who to approach for support on these issues.

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 on the part of the applicant to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

We do not accept Disclosures transferred from other organisations and do not supply Disclosures requested by us to any external organisations.

