

**KINGSTON MAURWARD SYSTEM**  
**KMS HR 600 Appendix O**  
**Policy Statement on the Recruitment of Ex-Offenders**

As required by the Code of Practice from the Disclosure & Barring Service, Kingston Maurward College adheres to the following policy.

- As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, Kingston Maurward College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- Kingston Maurward 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.
- We have a written policy statement (this document) on the recruitment of ex-offenders, which is made available to all Disclosure applicants on request and is referred to in all job descriptions.
- 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 only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where Disclosure is required, all application forms and recruitment briefs will contain a statement that a 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. The application form explains this requirement. This information is only to be seen by those who need to see it as part of the recruitment process.
- The section on the application form entitled 'Spent Convictions' explains that the nature of the position for which you have applied allows Kingston Maurward College to ask questions about your entire criminal record, including spent or other convictions under the Rehabilitation of Offenders Act (Exemptions) Order 1975.
- We ensure that all those at Kingston Maurward 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 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.
- 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.



Created by:	HR Manager	Review date:	Summer 2020
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- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**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.**

Offences that are likely to bar you from employment with the College include:

- rape or other unlawful sexual intercourse
- indecent assault
- gross indecency
- taking or distributing indecent photographs or other material
- violent behaviour, particularly towards children or young people
- drug trafficking or other drug offences
- theft of money or property, including deception or fraud
- any conviction of 12 months or more
- multiple convictions of the same offence



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