



Gower College Swansea  
Coleg Gŵyr Abertawe

## **GOWER COLLEGE SWANSEA**

### **Policy on the Recruitment of Ex-Offenders**

**This policy is made available to all Disclosure applicants at the outset of the recruitment process.**

As an organisation using the Disclosure and Barring service (DBS) to assess applicants' suitability for positions of trust, Gower College Swansea complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

Gower College Swansea undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Gower College Swansea 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 only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts 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 to provide details of their criminal record as part of the application process. We guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Gower College Swansea seeking to recruit people for posts that are exempted under the Rehabilitation of Offenders Act 1974 will advise that the post requires the disclosure of all criminal record information, including details and dates of 'spent' convictions, cautions, reprimands and final warnings. Where the post is subject to Enhanced Disclosure, other relevant non-conviction information, such as police enquiries and pending prosecutions will be required.

We ensure that all those in Gower College Swansea 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. Rehabilitation of Offenders Act 1974 and Rehabilitation of Offenders (Exceptions) Order 1975, as amended.

In a discussion separate from the interview, 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. Individuals may view the Code of Practice on line at the following link:

<https://www.gov.uk/government/publications/dbs-code-of-practice>

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 any offences.