



Policy on the Recruitment of Ex-Offenders

December 2023

Review: December 2026

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Reigate Learning Alliance comply fully with the Code of Practice (<https://www.gov.uk/government/publications/dbs-code-of-practice>) and undertake to treat all applicants for positions fairly.
- Reigate Learning Alliance undertakes not to discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed.
- Reigate Learning Alliance can only ask an individual to provide details of convictions and cautions that Reigate Learning Alliance is legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended and where appropriate Police Act Regulations as amended),
- Reigate Learning Alliance can only ask an individual about convictions and cautions that are not protected.
- Reigate Learning Alliance 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.
- Reigate Learning Alliance has a written policy on the recruitment of ex-offenders, which is made available to all applicants via the website at the start of the recruitment process.
- Reigate Learning Alliance actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records.
- Reigate Learning Alliance selects all candidates for interview based on their skills, qualifications, and experience.
- An application for a criminal record check is only submitted to the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- At interview, or in a separate discussion, Reigate Learning Alliance ensures that an open and measured discussion takes place about 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.
- Reigate Learning Alliance makes every subject of a criminal record check submitted to the DBS aware of the existence of the code of practice (<https://www.gov.uk/government/publications/dbs-code-of-practice>) and makes a copy of the Code of Practice available on request.
- Reigate Learning Alliance undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.