

LONGLEY PARK SIXTH FORM COLLEGE

POLICY ON THE RECRUITMENT OF EX-OFFENDERS Incorporating the Security Policy and Procedures Relating to Disclosures

The College is, under the Rehabilitation of Offenders Act 1974, an excluded organisation and as such applicants are required to disclose any criminal convictions, police cautions or police warnings "spent" or otherwise. Applicants must ensure that they provide full information in the appropriate place on the application form - failure to do so may place the applicant at a disadvantage. However, Longley Park Sixth Form College is an equal opportunities employer and is committed to eliminating prejudice in employment. We recognise that people with criminal convictions often face discrimination when seeking employment. This policy has been written to ensure that by disclosing any criminal conviction no applicant is unfairly disadvantaged. Information will be treated in the strictest confidence, the information will only be made available on a need to know basis and candidates will only be refused employment if it is felt that it makes them unsuitable for work involving considerable access to children¹ and vulnerable adults.

The College will request an Enhanced Disclosure through the Criminal Records Bureau on successful candidates whose normal day-to-day activities will bring them into close contact with children and vulnerable adults.

In the event that the College is made aware of any convictions, spent or otherwise, it will enter into full and frank discussion with the candidate regarding continued or further employment.

The College will undertake a Disclosure search on all successful candidates. The information obtained from this Disclosure will remain confidential to the members of the College Personnel Team unless it is felt necessary in the interests of the safety of the children and vulnerable adults within the College to discuss the matter further with members of the Executive Committee or Corporation as appropriate after having first discussed the contents with the prospective employee.

The College will endeavour at all times to ensure that information contained in Disclosures is not passed to any other organisation without the express and informed consent of the individual concerned. Disclosure information will be kept locked in a secure place access to which is limited to members of the Personnel Team. Disclosures will be retained for no longer than is required for the purpose for which they were obtained. In general, this will be no longer than six months after the date of recruitment or when other relevant decisions have been taken. In the event of any dispute, Disclosures will be retained only until such disputes have been resolved.

The College will ensure that at the end of the time period for which it has been retained, the Disclosure will be securely disposed of, normally by means of being shredded.

The Criminal Records Bureau has issued a Code of Practice that is available to view on <http://www.crb.gov.uk/ce/cop.htm> or a hard copy can be obtained from the College HR Office.

¹ In relation to the College the definition of child is a student under the age of 18.