

## RECRUITMENT OF EX-OFFENDERS POLICY

The DBS Code of Practice published under section 122 of the Police Act 1997 advises that it is a requirement that all recruiters must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed.

Qualiteach adheres to this requirement and has in place a Recruitment of ex-offenders Policy.

In May 2013, legislation came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure. In addition, employers will no longer be able to take an individual's old and minor cautions and convictions into account when making a recruitment decision. All cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded.

As an organisation that assesses applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, Qualiteach complies fully with the Code of Practice and does not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. Qualiteach asks an individual to provide details of convictions and cautions that we are legally entitled to know about.

Qualiteach ensures that all of our recruitment specialists are suitably trained to identify and assess the relevance and circumstances of offences. Appropriate guidance and training is given in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

During interview, or in a separate discussion, Qualiteach ensures 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.

Qualiteach makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request.



Qualiteach will discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Qualiteach 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, you can find our Equal Opportunities and Diversity Policy by visiting our website.

