



Policy Statement on the Recruitment **Ex-Offenders**

This policy outlines Lambeth College's commitment not to discriminate unfairly on the basis of criminal convictions. This Policy is published on the College's staff intranet and is made available to all job applicants at the beginning of the recruitment process.

Lambeth College is a provider of education and training to a diverse student population which includes young people under the age of 18 and vulnerable adults. The College uses the Disclosure and Barring Service (DBS) service as part of its staff recruitment process to assess applicants' suitability for employment; in doing so it complies fully with the DBS Code of Practice as well as other statutory guidance

Lambeth College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, gender reassignment, pregnancy and maternity, religion or belief, marriage and civil partnership, sexual orientation, responsibilities for dependents, age, physical/mental disability, or offending background.

Lambeth College actively promotes equality of opportunity for all those with the right mix of talent, skills and potential. It welcomes applications from a wide range of candidates, including those with criminal records. The College selects all candidates for interview based on their skills, qualifications and experience. The particular criteria for each employment position are set out in the Person Specification at the end of the Job Description.

We require all applicants to provide details of unspent criminal offences at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person with Lambeth College and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

For all posts* a DBS Disclosure will be requested at the Enhanced level. Recruitment documentation sent to applicants will confirm that an Enhanced level of Disclosure will be required. Disclosures will only be requested at the point an offer of employment has been made. (*With the exception of casual Life Models)

Lambeth College will ensure that all those in who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.

The College will ensure that an open and measured evaluation takes place of any offences or other information declared by the applicant, and/or revealed on the Disclosure certificate. Failure on the part of the applicant to reveal any information that is relevant to the position sought could lead to withdrawal of an offer of employment. The College will discuss any conviction information contained in the Disclosure Certificate with the applicant before making a decision to withdraw an offer of employment.

Having a criminal record will not necessarily be a bar to working at the College.

The decision to appoint will depend on the nature of the position and the circumstances and background of the offences.

A copy of the DBS Code of Practice is available from the Home Office website www.homeoffice.gov.uk/agencies-public-bodies/dbs.