ROCHDALE METROPOLITAN BOROUGH COUNCIL
(INCLUDING ALL MAINTAINED SCHOOLS)

POLICY ON THE RECRUITMENT OF EX-OFFENDERS

As an organisation using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, Rochdale Council* complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Rochdale Council* is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, sexuality, caring responsibilities, age, disability or offending background.

We have a written a policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

A Disclosure is only requested after careful consideration of the duties of the post has indicated that it is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required the recruitment information will contain a statement that a Disclosure will be requested for the successful applicant only.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate confidential cover, to the Headteacher and guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Rochdale Council* to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

We ensure that all staff involved in the final approval of appointments to posts subject to Disclosure 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. the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

At interview, or in a separate discussion, 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 Disclosure & Barring Check aware of the existence of the DBS Code of Practice and make a copy available on request.

<u>Having a criminal record will not necessarily bar you from working with us.</u>

This will depend on a fair and objective judgement relating to the nature of the position, the

circumstances and background of your offences, and your current life situation.

**Inclusive of school*