

HUMAN RESOURCES

Recruitment of Ex-Offenders Policy.

AREA:	Human Resources
Policy prepared by: Director of Human Resources Director of Estates	Approved by:

Recruitment of Ex-Offenders Policy.

1. POLICY

- 1.1 Bolton College is committed to ensuring that the recruitment and selection of employees is conducted in a manner that reflects best practice and promotes equality of opportunity.

2. INTRODUCTION

- 2.1 The College recognises the importance of recruiting from as large a group of people as possible based on merit and ability without excluding unreasonably ex-offenders. 0595.2108.0550 BT
- 2.2 Social g0 G[-6TJETq.00000887 0 595.25 842 reW*nBT/F1 14 Tf1 0 0 1 308.88 686.7 Tm0 gW*nBT.

5. PROCEDURE

- 5.1 Disclosure of “spent” or “unspent” convictions will not normally be the sole criterion in deciding a person’s fitness for work unless that person is disqualified by the Court or the DfES from working in a college.
- 5.2 The College will adhere to the DBS’s Code of Practice. This is designed to ensure the Disclosure Information is used fairly, sensibly and confidentially.
- 5.3 The College will:

- Fully consider the relevance of any conviction;
- Ensure recruitment information for each post contains a statement that Disclosure will be requested of a successful applicant;
- Encourage applicants to declare convictions and encourage confidence in our policy not to automatically exclude ex-offenders;
- Ensure this policy is available on request and is automatically given to all applicants of

5.6.ii) Confidentiality