

Safer Recruitment and DBS Policy

Owner: HR Department	Related Strategies: People
Relevant to: all staff, recruiting managers, contractors	

Office Use only:

Corporate Intranet Family: HR and recruitment	Approval Board/Committee/Group: FEGP Committee Executive Owner: EDHROD	Approval/Re-approval Date: 27 November 2019	Implementation Date: Immediate	Next Review Date: In the light of changing legislation
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New Policy or Substantive Policy Review

Version	Date	Policy Development Agreed by <i>(Executive Owner)</i>	Policy Development Author	Draft Policy Verified by	Policy Approval	Impact Assessment <i>(if applicable)</i>

Rationale for new or substantive policy review	
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Please make explicit if change/review relates to procedures, guidelines and associated documents only

Periodic Policy Review / Change History

Version	Date of Review / Revision	Description of Change	Reviewed By	Approved By <i>(Executive Owner)</i>

Communication

To be agreed by Executive Leadership Team

Announcement on hub <input checked="" type="checkbox"/>	SLT email <input type="checkbox"/>
College newsletter <input type="checkbox"/>	All staff email <input checked="" type="checkbox"/>
SLT meeting <input type="checkbox"/>	Cascade brief <input type="checkbox"/>
External website <input type="checkbox"/>	Training needed (specify who) <input type="checkbox"/>

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1. Introduction

The Sheffield College is committed to the safeguarding of young people and vulnerable adults within its learning and working community.

Under regulations, the College is required to have systems and processes designed to prevent people who pose a risk of harm from working with children and vulnerable adults.

As a regulated environment, the College will conduct checks under the Safeguarding Vulnerable Groups Act 2006 to assess eligibility and suitability for 'new starters' joining the College whilst still considering all requirements of the Rehabilitation of Offenders Act 1974 (ROA) (as updated by legislation).

This policy details the College's approach to ensure that these checks are rigorously completed, managed and reviewed when required, within all areas of the College.

2. Scope of the Policy

This policy applies to all workers engaged by the College.

This includes:

- Employees of The Sheffield College and its subsidiary companies.
- Agency workers working at the College
- Volunteers working at the College.
- Self-employed individuals working at the College.
- Sub-contractors working at the College.

With respect to volunteers this policy should be read in conjunction with the Volunteer Work Placement and Work Experience Policy.

For the purpose of this policy, DBS refers to the Disclosure and Barring Service, formed when the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) merged in 2012.

Children will refer to all those under the age of 18.

Vulnerable adults are those who are over the age of eighteen, but may have complex and challenging learning, physical or mental health and personal issues.

Volunteer refers to an individual engaged in unpaid work at the invitation of the College.

Regulated activity is considered as:

- Unsupervised activities (teaching, training, instructing, caring and supervising children/vulnerable adults)
- Providing advice/guidance on wellbeing
- Driving a vehicle that is being used solely for the purpose of transporting children/vulnerable adults with their carers/escorts
- Work carried out in premises where that work gives the opportunity to have contact with children/vulnerable adults.

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This regulated activity would be within College premises and must be undertaken for more than 3 days in any 30-day period (i.e. once a week in any month) and gives the person face to face contact with children/vulnerable adults.

3. Applications for Work and Pre-employment Checks

It will not be permitted for anyone to commence work at the College, or its subsidiaries without relevant vetting having been undertaken.

The College considers that all posts within the organisation involve contact with persons under the age of 18 and as such are exempt from the Rehabilitation of Offenders Act, therefore allowing the College to legally ask applicants for details of any criminal convictions, regardless if they are spent or unspent under the Act, and to obtain information on those recorded through DBS checks. The College will request a criminal record check processed through DBS as part of its recruitment processes.

Advertised vacancies will include notification that the successful candidate will be required to provide details to allow a DBS check to be completed. Having a conviction or criminal record will not necessarily prevent an individual from working at the College. The College will undertake to discuss any matter disclosed with the individual seeking the position before withdrawing a conditional offer of employment. This also ensures that safe recruitment decisions are made without discriminating unfairly based on an individual's background.

Individuals applying for all College posts are required to disclose if they have any convictions or offences. This includes those that might be deemed 'spent' under the ROA. Where an applicant is shortlisted, and has disclosed any convictions or offences, they will be required to provide further details. The relevance and circumstances will be considered before deciding whether the person is suitable to work at the College. Failure of an individual to disclose information of a conviction or offence may lead to withdrawal of any offer of employment with the College.

The College requires all workers to have undertaken/provided the following, prior to commencing work:

- ID verification
- Evidence of the Right to Work in the UK
- An enhanced DBS disclosure with barred list checks
- An employment history and suitable reference checks

And where relevant:

- Relevant check on the persons fitness to work
- Verification of any relevant qualifications
- Prohibition from teaching check
- Overseas checks (where applicable if the person have lived or worked outside the UK).

All offers of appointment are conditional upon satisfactory completion of these checks.

No work can be undertaken for the College prior to these checks being completed or a relevant risk assessment completed – as referred to in section 4.

All workers be required to have an Enhanced DBS check, with the exception of certain contractors who may be accompanied on site as referred to in section 11.

Failure to adhere to any part of this pre-employment process may result in disciplinary action.

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4. Risk Assessment where DBS not received

In exceptional circumstances only, a worker may be permitted to commence employment without a DBS, by authorisation of the Chief Executive and Principal or Executive Director of HR and OD.

This can only take place where a DBS, requested by the College, is in progress (that is has been submitted to the DBS).

A manager may request the consideration of an employee commencing employment, pending receipt of the DBS, by completing the Risk Assessment form at Appendix A.

Where a role has student contact the Risk Assessment must detail the level of supervision and how that will be provided (including non-working time spent on-site such as a lunch break). For timetabled roles this should be done by providing a timetable indicating who will give what level of supervision when on that timetable.

A risk assessment where DBS has not been received will only be considered if there is confirmation by the HR Recruitment and Operations Team that all other pre-employment checks have been completed.

5. Identification of convictions/risk

When a positive DBS is received, the Manager in conjunction with HR and where applicable the College's Designated Lead Person, will undertake a risk assessment (Risk Assessment Form Appendix B).

The assessment will take into consideration:

- The seriousness of the offence
- The nature of the job
- The time elapsed since the offence occurred
- Whether repeat offences exist
- Any other relevant information provided by the candidate.

The College also commits to referring to the DBS any person who meets the referral conditions.

6. Overseas checks (where applicable if the person has lived or worked outside the UK)

Where overseas checks can be done no one will be allowed to commence work until these have been obtained.

Where overseas checks cannot be done a judgement should be made about whether an individual has passed the vetting and barring confidence threshold. That is whether the circumstances and other information obtained by The College as part of this policy gives sufficient confidence that the person is fit to work at the College. A range of factors will be considered including:

- The time the individual has lived and worked abroad and lived and work in the UK. As a guide anyone who has lived and/or worked abroad for more than 1 month in the past 5 years will not

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be able to commence without suitable evidence (eg certificate of good conduct) in relation to that time abroad.

- The range of other vetting and barring information available, including DBS, and what this shows.

The approval for an individual to commence work without a full history (eg certificates of good conduct) for time lived and worked abroad can only be given by the Chief Executive and Principal or Executive Director of HR and OD.

7. DBS Re-Checking Process

Unless there is a specific need to obtain an updated DBS certificate on a more regular basis, the College will only seek to update DBS checks and the college SCR every 5 years.

A DBS re-check will be required for any employee transferring from a College subsidiary onto a College contract where the original check is over 5 years old.

The College will update the DBS of the Designated Safeguarding Lead every 2 years and nursery practitioners every 3 years.

Should there be any concerns with an individual's conduct or behaviour; the College reserves the right to immediately undertake a repeat DBS check through consultation with the employee concerned and subsequent action will be taken where required, based on the outcomes of the check at any time during their employment with the College.

The DBS Rechecking process followed is:

Stage 1

In order to ensure that employees/contractors are rechecked within the 5 year period, the HR Recruitment and Operations team (HRR&OT) will identify DBS disclosures that are due to expire within 16 weeks.

Line Managers will be advised by HRR&OT of the employees/contractors within their team who require a re-check.

A standard letter and link to an online DBS disclosure application form will be sent to the employee's e-mail or home address by the HRR&OT. Where an employee is long-term absent from work through ill-health or parental leave, the approach to be taken will be determined by the line manager and the HR Advisory team although the general assumption will be that the check should still be completed unless there are specific reasons why this is not possible.

Employees will have 10 working days from the date of the e-mail letter to complete the online form and to provide the required ID documentation to the HRR&OT.

The DBS does not supply employers with a copy of the DBS certificates once checks have been completed. It is therefore the employee's responsibility to supply the HRR&OT with a copy of their DBS certificate within 10 working days of receipt, or to advise them if they are disputing information on the certificate.

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The HRR&OT will check the DBS website on a weekly basis and will be aware when a DBS certificate has been dispatched to an individual's home address. Once the DBS has been dispatched, the HRR&OT will email the employee and copy in the manager to request a copy of certificate.

Stage 2

Non completion of DBS form or non-production of relevant ID documentation

Employees who do not return their DBS form and supporting documentation within the 10 working day period, will receive an email reminder giving a further period of 10 working days to complete the form and provide relevant documentation. Line managers will be notified by the HRP&OT of checks outstanding for follow up.

At this stage the relevant senior manager will also be informed (for teaching staff this will usually be the Assistant Principal).

Failure to produce DBS certificate

A failure to present a DBS certificate within 10 working days of receipt will be escalated in line with the stage 2 process as outlined above, with the exception that where that timescale would extend beyond the renewal date for completion of the check then this may be progressed immediately to a final email (stage 3) and then to stage 4, unless there are material circumstances which prevent the individual from presenting a copy of their certificate.

Stage 3

Employees who fail to complete their DBS form and/or provide relevant documentation, or who fail to produce a DBS certificate within the extended period outlined at stage 2 will then receive a final email, which will confirm that failure to respond within a further period of 5 working days will leave The Sheffield College (or subsidiary company) with no option but to instigate the Disciplinary Policy and Procedure to address the matter.

Stage 4

Employees who fail to complete and return their DBS form or fail to supply a copy of their DBS Certificate after the final reminder will receive a letter from their Senior Manager informing them that the Disciplinary Policy and Procedure has been instigated, the allegation to be investigated being their failure to follow with a reasonable and lawful management instruction and failure to comply with The Sheffield College (or subsidiary company) vetting procedures.

The employee will be informed that the allegation may constitute gross misconduct, and if proven could result in their dismissal/termination of contract.

In circumstances where it has not been possible to complete the DBS re-checking procedure prior to the specified renewal date then Managers will be entitled to suspend the employee from work or to consider alternative measures to remove them from front line work.

Alternatives to a suspension may include the individual undertaking alternative duties, taking annual leave, being placed on unpaid leave or a combination of these until such time as the re-check has been

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completed. The appropriate measure will be determined taking into account the circumstances and the reasons why the renewal has not been completed.

8. Disclosing Offences

It is a requirement for all workers to declare any offences to The College at the time they occur.

In the event of a DBS disclosure containing details of offences that have not been previously disclosed to The College by the worker, the following action will be taken:-

- The employee/contractor will be required to meet with their line/contract manager to explain the offence.
- The line manager and HR will consider the nature of the offence in line with the principles in Appendix C.

If it is determined that further action should be taken the following will apply:

- Dependent on the nature of the offence the employee may be suspended from work pending the outcome of an investigation.
- The College Disciplinary Policy and Procedure may be instigated and an investigation conducted into the workers failure to disclose the information revealed, and/or the nature of the offence.

Failure by a worker to provide accurate and truthful information is considered to be a serious matter. Where it is found that a person has intentionally provided inaccurate information or tried to withhold information from the College, this may result in dismissal/termination of contract or another form of action being taken in addition to referral to the appropriate professional regulatory body for their consideration.

9. Governors

All those who are being considered to sit on the Governing Body will be required to provide details for an Enhanced DBS check due to being considered as holding a regulated position.

Agency Staff/Self Employed

It is the responsibility for the agency providing the temporary worker to ensure that they provide written notification that checks have been completed as required by regulation. Any temporary worker must have an Enhanced DBS check, not more than 12 months old.

The recruiting line manager must ensure this record is provided to the HR team and provides all relevant details including the DBS check certificate number and date of this. Until this has occurred the individual will not be permitted to start at the College.

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10. Agency Staff/Self Employed

It is the responsibility for the agency providing the temporary worker to ensure that they provide written notification that checks have been completed as required by regulation. Any temporary worker must have an Enhanced DBS check, not more than 12 months old.

The recruiting line manager must ensure this record is provided to the HR team and provides all relevant details including the DBS check certificate number and date of this. Until this has occurred the individual will not be permitted to start at the College.

11. Self Employed Workers

It is the responsibility of any self-employed worker to comply with the College's requirements. The College will need to undertake all relevant checks as required by regulation including undertaking a new DBS or providing evidence of an Enhanced DBS check, not more than 12 months old.

The recruiting line manager must ensure this record is provided to the HR team and provides all relevant details including the DBS check certificate number and date. Until this has occurred the individual will not be permitted to start work at the College.

12. Contractors

The College must ensure that arrangements are in place for all contractors attending College premises allowing them to understand safeguarding risks and their obligations to protect themselves as well as the children/vulnerable adults they come into contact with.

There may be contractors who visit the College very infrequently, in which case they need not necessarily have a DBS, but they will need to be supervised at all times whilst on site. However where an individual contractor may carry out work at The College frequently or intensively (once a week or more often or on four or more days in a 30 day period) then The College will ask that relevant checks take place on that contractor.

It will be the responsibility of the member of staff engaging the workers to ensure that relevant checks have taken place and to ensure that this is recorded on the single central record held by the HR Team.

The College will accept confirmation from a company providing contractors that relevant checks have been completed.

Where a contractor's employer is not able to carry out DBS checks The College may be able to support an organisation to do so for contractors that will undertake work at The College.

13. Volunteers

For full guidance please read in conjunction with the Volunteer Work Placement and Work Experience Policy.

When referring to volunteers this includes the following groups:

A **Volunteer** is an individual who freely offers their time to deliver a service to the College without gain. Volunteers will not be paid for their time at the College and an individual should not volunteer for

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longer than 2 months. Any voluntary work should not be conducted on a full time basis (37 hours) and no more than 3 days in any 30 day period.

Work Placement programmes are arranged as part of a recognised programme or course of study, for example, PGCE Work Placements or Supported Internships. This is a formal arrangement between the College and an external organisation. A Work Placement is a formal agreement which is limited to a 12 month duration, however, participants should not be on their placement full time (37 hours).

Work Experience are arranged as a short term placement for a participant looking to gain experience of work within a particular department in the College. This could include;

- a) School work experience programmes
- b) Individuals who are looking for work experience
- c) Students at the College looking for work experience

Work experience within the College will be unpaid, for the sole purpose of improving the participants work related skills. The time frame for all work experience placements should be no more than 2 weeks.

14. Guest Speakers

Guest speakers are likely to visit the College very infrequently, in which case they need not necessarily have a DBS, but they will need to be supervised at all times whilst on site.

However where an individual guest speaker may carry out work at The College frequently or intensively (once a week or more often or on four or more days in a 30 day period) then The College will ask that relevant checks take place on that guest speaker.

It will be the responsibility of the member of staff engaging the workers to ensure that relevant checks have taken place and to ensure that this is recorded on the single central record held by the HR Team.

15. Visitors

Visitors are likely to visit the College very infrequently, in which case they need not necessarily have a DBS, but they will need to be supervised at all times whilst on site. It will be the responsibility of the member of staff being 'visited' to ensure that the individual is met and escorted whilst on site.

If there are visitors that attend The College frequently or intensively (once a week or more often or on four or more days in a 30 day period) then The College will ask that relevant checks take place on that visitor.

It will be the responsibility of the member of staff being 'visited' to ensure that relevant checks have taken place and to ensure that this is recorded on the single central record held by the HR Team.

16. Work Experience Placements

The College may organise work experience placements for learners who are over the age of 16.

The College is not able to request an enhanced DBS check with barred list information for staff supervising children aged 16 to 17 on work experience.

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17. Single Central Record (SCR)

The College will maintain, regularly check and update its single central record to evidence they have carried out all regulatory checks. This is held and maintained by the HR Recruitment and Operations team.

Copies of the documents used to verify identify, right to work, qualifications and date of references will be retained on employee files. From October 2017, this will also detail when checks were evidenced along with the name of the person who checked these.

The Sheffield College complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of DBS certificates and certificate information.

Disclosure information will only be shared with relevant persons in the course of their specific duties relevant to recruitment and vetting processes.

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Risk Assessment Form Commencement prior to receipt of DBS

This form is for use when an individual's DBS has not been received prior to any employee or worker commencing employment with The Sheffield College and its Subsidiary Companies.

Name of Person	
Job role:	
Start date of post / contract:	Applicant New employee / worker Current employee / worker
Date of Risk Assessment:	
Reason for Check :	

Section A – Risks regarding the post in respect of contact with children or vulnerable adults:

Outline the nature of the job role and the risks involved:

Outline the level of contact with students / young people and vulnerable adults in this post:

Section B – Risks associated with individual:

Outline the experience and length of service in the sector and / or similar job roles:

Section C – Checks already taken place (To be completed by a member of the Recruitment and Operations Team)

Please tick which checks have taken place already:

ID check complete

Proof of eligibility to work check complete

Satisfactory References received / confirmation of references received

Overseas check complete (if applicable)

Qualifications verified (if applicable)

Completed by [INSERT NAME] of the Recruitment and Operations Team.

Section D – Mitigation of risk

Measures implemented to mitigate any risk:

Number of days in a 30 day consecutive period where the individual will be on site:

Any other comments:

Signed (Manager): _____

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For Delivery staff please return to the Deputy Chief Executive (Curriculum, Quality and Assessment)

For all other staff please return to the Executive Director of HR and OD

Section D – Deputy Chief Executive (Curriculum, Quality and Assessment) Considerations and Decision

Worker can commence start date at College:

Start date delayed until DBS received:

Further Comments if applicable:

Signed: _____

(Deputy Chief Executive (Curriculum, Quality and Assessment):

Name: _____

Date: _____

Deputy Chief Executive (Curriculum, Quality and Assessment) to send on to Executive Director of HR and OD

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Section E – Chief Executive and Principal or Executive Director of HR and OD’s Considerations and Decision

Worker can commence start date at College:

Start date delayed until DBS received:

Further Comments if applicable:

Signed: _____

(Chief Executive and Principal or Executive Director of HR and OD):

Name: _____

Date: _____

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Risk Assessment Form – Overseas Checks

This form is for use when overseas checks have not been received prior to any employee or worker commencing employment with The Sheffield College and its Subsidiary Companies.

Name of Person	
Job role:	
Start date of post / contract:	Applicant New employee / worker Current employee / worker
Date of Risk Assessment:	
Reason for Check :	

Section A – Risks regarding the post in respect of contact with children or vulnerable adults:

Outline the nature of the job role and the risks involved:
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Outline the level of contact with students / young people and vulnerable adults in this post:

Section B – Risks associated with individual:

Outline the experience and length of service in the sector and / or similar job roles:
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Give details of time spent abroad, and work undertaken:

Section C – Checks already taken place (To be completed by a member of the Recruitment and Operations Team)

Please tick which checks have taken place already:

ID check complete

Proof of eligibility to work check complete

Satisfactory References received / confirmation of references received

Overseas check complete (if applicable)

Qualifications verified (if applicable)

Completed by [INSERT NAME] of the Recruitment and Operations Team.

Any other comments:

Signed (Manager): _____

Return to the Executive Director of HR and OD, prior to the work commencing for discussion.

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Section D – Chief Executive and Principal or Executive Director of HR and OD’s Considerations and Decision

Worker can commence start date at College:

Start date delayed until checks received:

Further Comments if applicable:

Signed: _____

(Chief Executive and Principal or Executive Director of HR and OD):

Name: _____

Date: _____

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Risk Assessment – Positive DBS Check

Please complete this form when a positive DBS Check has been received. All information in this form will be held in accordance to the Data Protection Act.

Details	
Employee Name:	Date of Birth:
Job Title:	Recruiting Manager:
Proposed Start Date:	HR Business Partner:

Assessing the Risk

DBS		
Did the applicant declare the matters on the application form?	Yes/No If "No" state reason	
Does the individual agree that the information detailed on the DBS Certificate is correct?	Yes/No If "No" state reason	
Were any of the offences work-related or committed within the context of a work setting?	Yes/No If "No" state reason	

Review Each Statement to Determine Level of Risk

Please highlight whether each factor falls under the low to medium risk category or medium to high risk category.

Factor	Low to Medium Risk	Medium to High Risk
Whether the offence or information provided is related to children or vulnerable adults.		
Does the offence or information include any of the following: <ul style="list-style-type: none"> Sexual Offences Drugs Mental Health Issues 		

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<ul style="list-style-type: none"> • Theft where the post involves contact with vulnerable adults • Fraud or pecuniary advantage where the post involves contact with vulnerable adults • Violence/Assaults • Arson 		
<p>The relevance of the offence to the duties required of the post holder:</p> <ul style="list-style-type: none"> • Will there be unsupervised access to children? • Does the post involve financial or property responsibilities? • Will there be access to sensitive personal data? 		
<p>Is the conviction “spent” under the Rehabilitation of Offenders Act 1974?</p>		
<p>Whether the offence appeared to be a one-off or part of a history of offending.</p>		
<p>If the offence was committed in another country, whether it is an offence in England and Wales.</p>		
<p>Have you checked qualifications?</p>		
<p>Have you received x2 references?</p>		

Conclusion of Risks

Having considered the answers to the questions, please use this box to indicate any identified hazards and your assessment of any risks. If you have decided to withdraw the conditional offer please say when this was undertaken. If the employee is already confirmed in the post please indicate whether you are recommending redeployment or any other action.

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Summary

Please summarise the discussion with the individual and any other discussion you may have had with other team members in the recruitment process.

Risk Management Plan

Clearly set out your plan and indicate the name and contact details of anyone else involved in the implementation and monitoring of this plan.

Declaration

I, the line manager accept the responsibility for managing this individuals work. I confirm that the attached plan is to minimise the risk associated with employing this individual and it will be implemented and monitored. I confirm that I have discussed the disclosure with the individual and am satisfied as far as possible that they understand and will comply with the attached plan.

Signature of Manager: _____ Date: _____

Signature of Head of HR: _____ Date: _____

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Policy Statement on the Rehabilitation of Ex-Offenders

RECRUITMENT OF EX-OFFENDERS

The Rehabilitation of Offenders Act enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'.

Under the Criminal Justice and Court Service Act, however, it remains an offence, punishable by imprisonment for anyone either convicted of or cautioned for a Schedule Four offence to apply to work with children, young people or vulnerable persons. It is also an offence for anyone knowingly to employ such a person in such a capacity either on a paid or voluntary basis.

It is a requirement of the DBS's Code of Practice that all Registered Bodies must treat disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed.

It also obliges Registered Bodies to have a written policy on the recruitment of exoffenders. (A copy of which can be given to disclosure applicants at the outset of the recruitment process.)

Recruitment of Ex-offenders Procedure

The following has been developed to help the College meet the requirements of the DBS's Code of Practice.

As an organization using the Disclosure & Barring Service to assess applicants' suitability for positions where employees or potential employees will care for, train, supervise or are in sole charge of children, young or vulnerable persons. The College 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 based on a conviction or other information revealed. • The College is committed to the fair treatment of its employees, potential employees or users of its services, regardless of gender, race, nationality, ethnic or national origins, marital status, sexual orientation, political or religious beliefs and activities, family responsibilities, class, physical, sensory, mental or other forms of disability or medical condition. • The College actively promotes equality of opportunity for all with the right mix of talent, skills and potential and 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. • For those positions where a disclosure is required, job adverts and recruitment briefs will contain a statement that a disclosure will be requested in the event of the individual being offered a position. • Where a disclosure is to form part of the recruitment process and in line with legislative requirements, the College encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. The College will request that this information is given in person to a designated person in the HR Department of Sheffield College and the College guarantees that this information will only be seen by those who need to see it as part of the recruitment process. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

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The College ensures that all those in the College who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The College also ensures 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. The College make every subject of a DBS disclosure aware of the existence of their Code of Practice and make a copy available on request. At interview, or in a separate discussion, the College ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant. In certain circumstances it may be appropriate to conduct a confidential risk assessment with an individual where a disclosure reveals previous criminal convictions and/or Cautions. Where this takes place, the counter-signatory will make a record of the risk assessment and get the individual to sign it, or confirm its accuracy by email. This is then forwarded to the Lead Counter-signatory for their approval. This will then be kept on the employee's personal file in a sealed envelope. Having a criminal record will not necessarily bar someone from working for The Sheffield College. This will depend on the nature of the position and the circumstances and background of disclosed offences. Should an applicant wish to complain about information disclosed a Complaints Procedure is available directly from the DBS.

The College will co-operate with requests from the DBS to undertake assurance checks as to the proper use and safe keeping of disclosure information. The College will also report to the DBS any suspected malpractice in relation to the Code of Practice or any suspected offences in relation to the misuse of disclosures. As a Registered Body of the DBS, the Lead Signatory has provided appropriate training for all counter-signatories. This document will be under continual review in light of changing legislation and guidelines from the DBS.

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