

Recruitment of Ex-offenders Policy

The nature of the course allows Basingstoke Alliance SCITT to ask questions about your entire criminal record.

As an organisation using the Disclosure and Barring Service to assess applicants' suitability for positions of trust, BASCITT 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 a conviction or other information revealed during the application and selection procedure.

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

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request

BASCITT 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 dependants, age, physical/mental disability or offending background.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

All application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be required.

We require all applicants to return a completed Disclosure form, under separate, confidential cover, with their application form (nil returns required), addressed to the Head of the Lead school within BASCITT. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that all those in BASCITT who are involved in the recruitment process 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.

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 a placement on the SCITT programme.

Publishing Policy

This Policy will be made available to all Applicants on request and is available on the website.

Last amended: December 2013

For review: July 2015