

Responsible Reliable Recruitment
Recruitment Specialists to the Teaching Profession

Policy statement

Responsible Reliable Recruitment Ltd. has registered with the Disclosure and Barring Service (DBS) and has the authority to apply for criminal records checks on individuals because they are working with children or vulnerable adults or both.

As an organisation assessing Applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Responsible Reliable Recruitment Ltd. complies fully with the Code of Practice published under Section 122 of the Police Act 1997 and undertakes to treat all applicants for positions fairly.

Responsible Reliable Recruitment Ltd. undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Responsible Reliable Recruitment Ltd. will only ask an individual to provide details of convictions and cautions that the Company is legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended),

Responsible Reliable Recruitment Ltd. will only ask an individual about convictions and cautions that are not protected.

Responsible Reliable Recruitment Ltd. 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.

A copy of RRR Equal Opportunities & Diversity Policy is available on request or can be downloaded from www.rrecruitment.com

This written policy on the recruitment of ex-offenders, is made available to all DBS Applicants at the outset of the recruitment process.

Responsible Reliable Recruitment Ltd. actively promotes 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. Responsible Reliable Recruitment Ltd. select all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

Responsible Reliable Recruitment Ltd. ensures that all those in the Company who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

Responsible Reliable Recruitment Ltd. 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 1974.

At interview, or in a separate discussion, Responsible Reliable Recruitment Ltd. ensures 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.

Responsible Reliable Recruitment Ltd. makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice. A copy of this document is available on request or can be downloaded from www.rrrecruitment.com

Responsible Reliable Recruitment Ltd. undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Further information regarding conviction information

On the 29 May 2013, legislation came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

In addition, employers will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions.

All cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded.

The following Guidance and the criteria which explains the 'filtering' of old and minor convictions which are now 'protected' so not subject to disclosure to employers is available on request or can be downloaded from www.rrrecruitment.com

- DBS Code of Practice
- DBS Filtering Guidance
- List of Offences that will never be filtered from a DBS Certificate

This policy was adopted by Responsible Reliable Recruitment Ltd. in January 2014 and updated January 2016.

Modelled on DBS Sample Policy Statement (Jan 2014).