

## Statement on the Recruitment of Ex-Offenders

### Rehabilitation of Offenders Act

- RNN Group is an educational establishment that provides education to children (and/or vulnerable adults). Therefore we need to ensure that potential employees are suitable to be employed for the position they are applying for and is therefore entitled to ask questions about criminal records.
- Applicants are required to disclose certain information concerning spent and unspent criminal cautions and convictions (including those that are pending) as defined under *the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975*. The only exception to this requirement is that individuals do not need to disclose any 'protected' cautions or convictions as defined by *The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Please see guidance on if a caution or conviction would be protected below.

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- As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, RNN Group complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS Check on the basis of a conviction or other information revealed. We only ask an individual about convictions and cautions that are not protected.
- RNN Group only ask an individual to provide details of convictions and cautions that we are 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).
- RNN Group 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.
- 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.
- We encourage all applicants called for interview to provide details of their criminal record. We guarantee that this information is only seen by those who need to see it as part of the recruitment process and that they 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 on 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 an offer of employment.
- We undertake to discuss any matter revealed in a DBS check with the person seeking the position and complete an appropriate risk assessment (as required) approved by the Principal and Chief Executive before withdrawing a conditional offer of employment.

***In summary, having a criminal record will not necessarily bar you from working with us.*** We will consider any issues fairly and the outcome will depend on the nature of the position and the circumstances and background of your offences.

## **Guidance to applicants on disclosing information about cautions and convictions in their applications**

- You are not legally required to disclose information concerning protected cautions and convictions. To determine if your caution or conviction is protected and whether or not you need to disclose it in your application, you need to refer to the relevant legislation, including the offences listed in [The Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(Amendment\) \(England and Wales\) Order 2013](#).

For guidance about filtering of certain offences from criminal record certificates (DBS checks). <https://www.gov.uk/government/collections/dbs-filtering-guidance>