

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 / workers are suitable for the position they are applying for and we are therefore entitled to ask questions about criminal records.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:
 - All unspent cautions and convictions cautions
 - All adult cautions and spent convictions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

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- We recognise the contribution that people with criminal records can make as employees / workers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post.
- 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 caution / conviction or other information revealed.
- 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).
- 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 whether convicted in the UK or abroad. 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.
- 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. For guidance about filtering of certain offences from criminal record certificates (DBS checks).
<https://www.gov.uk/government/collections/dbs-filtering-guidance>