

## **Criminal Convictions Statement**

### **Purpose**

Abingdon and Witney College is committed to the principle of equality of opportunity and, subject to the overriding consideration of protecting children and vulnerable adults, undertakes to treat all applicants for positions fairly and not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

### **Scope**

- All potential job applicants
- Existing staff who have unsupervised contact with children and / or vulnerable adults in the course of their work.

### **Policy Statement**

As an organisation, using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Abingdon and Witney College complies fully with the DBS Code of Practice.

Abingdon and Witney College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion / belief, sexual orientation, responsibilities for dependants, age, 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.

Regulated activity refers to roles carried out by applicants in relation to children and vulnerable adults. It covers various types of activities which, by their nature, would require an individual to have an Enhanced DBS check with applicable barred lists. An Enhanced DBS check is the highest level of criminal record check available and will detail both spent and unspent convictions, as well as any cautions, warnings or reprimands the applicant may have received.

We ensure that information about offences is only disclosed to staff who have been trained to identify the relevance of it. Line managers may be informed, if appropriate. 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.

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 Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar applicants from working with us. This will depend on the nature of the position and the circumstances and background of the offences with due consideration given to our responsibilities to protect children and vulnerable adults. In particular, when considering on the relevance of a criminal record, risk assessments will be based on:

- The seriousness of the offence and its relevance to the safety of service users, other employees, clients and property;
- An examination of any relevant information regarding circumstances leading up to the offence;
- Whether the applicant's circumstances have changed since the offence was committed, making re-offending less likely;
- The length of time since the offence took place
- The level of supervision required and available, and the ability to manage risks and provide safeguards;
- Whether the offence has since been decriminalised by Parliament;
- Whether the post involves any direct responsibility for finance or items of value;
- Whether the offence was a one-off or part of a history of offending;
- The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

For more information, please contact [helpmehr@abingdon-witney.ac.uk](mailto:helpmehr@abingdon-witney.ac.uk)