

**Policy No: LIEURAPP22025**

**Policy Name: Recruitment of ex-offenders policy**

## **1.0 Policy Statement**

As an organisation using the Disclosure and Barring service (DBS) checking service to assess applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, LI Europe complies fully with the [Code of Practice](#) and undertakes to treat all applicants for positions fairly. LI Europe undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

LI Europe is committed to the fair treatment of its staff and volunteers, potential staff and volunteers or users of its services, regardless of age, race, colour, nationality or ethnicity, physical appearance, gender, faith or religious belief, political opinions, background, sexual orientation, relationship or marital status, pregnancy or maternity situation, disability or offending background.

LI Europe actively promotes equality of opportunity for all, with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. LI Europe selects candidates for interview based on their skills, qualifications and experience.

This policy on the recruitment of ex-offenders is made available to all potential DBS applicants at the beginning of the recruitment process.

## **2.0 Policy**

LI Europe can only ask an individual to provide details of convictions and cautions that LI Europe are legally entitled to know about, where a DBS check 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). LI Europe can only ask an individual about convictions and cautions that are not protected.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that it is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, job adverts and person specifications will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

LI Europe ensures that all those in LI Europe who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. LI Europe 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, LI Europe 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.

LI Europe makes every subject of a DBS check aware of the existence of the [code of practice](#) and makes a copy available on request.

LI Europe undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

**Policy No: LIEURAPP22025**

**Policy Name: Recruitment of ex-offenders policy**

### **3.0 Related Policies**

LIEURAPP22001 – Apprenticeship Continuity Plan

LIEURAPP22002 – Equality and Diversity Policy

LIEURAPP22003 – Safeguarding Adults Policy

LIEURAPP22004 – Prevent Duty Policy

LIEURAPP22005 – Health & Safety Policy

LIEURAPP22006 – Concerns, Complaints and Compliments Policy

LIEURAPP22007 – Recognition of Prior Learning Policy

LIEURAPP22008 – Quality and High Standards in Apprenticeship Training Policy

LIEURAPP22009 – Employee Professional Development Policy

LIEURAPP22011 – GDPR Policy

LIEURAPP20014 – Safer Recruiter Policy

LIEURAPP22017 – Functional Skills Subcontracting Policy

LIEURAPP22018 – Intervention Policy

LIEURAPP22019 – Plagiarism and Malpractice Policy

LIEURAPP22020 – External Speaker Policy

LIEURAPP22021 – Bullying and Harassment Policy

LIEURAPP22022 – Additional Learning Support Policy

LIEURAPP22023 – Whistleblowing Policy

LIEURAPP22024 – Malpractice in Certification and Assessment Policy

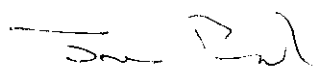
LIEURAPP22025 – Recruitment of Ex-Offenders Policy

LIEURAPP22026 – Academic Appeals Policy

LIEURAPP22027 – Apprenticeship Code of Conduct

LIEURAPP22028 – Conflict of Interest Policy

Policies are reviewed in January on an annual basis.

Company Director  \_\_\_\_\_

Date 12/11/23

**Policy No: LIEURAPP22025**

**Policy Name: Recruitment of ex-offenders policy**

