



## OISE Bristol Policy Statement On The Recruitment Of Ex-Offenders

It is OISE Bristol's policy to treat DBS applicants who have a criminal record fairly and not to discriminate because of a conviction or other information revealed.

OISE Bristol is a provider of language training to a diverse student population which includes young people under the age of 18 and vulnerable adults. The school uses the Disclosure and Barring Service (DBS) as part of its staff recruitment process to assess applicants' suitability for employment; in doing so it complies fully with the DBS 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.

- OISE Bristol 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 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.
  - For all posts a DBS certificate will be requested at the Enhanced level. Recruitment documentation sent to applicants will confirm that an Enhanced Certificate will be required. Disclosures will only be requested at the point an offer of employment has been made.
  - We ensure that all those in OISE Bristol who are involved in the recruitment process 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 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, 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 before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily be a bar to working at OISE Bristol. The decision to appoint will depend on the nature of the position and the circumstances and background of the offences.

A copy of the DBS Code of Practice is available from the Home Office website:  
<https://www.gov.uk/government/publications/dbs-code-of-practice>

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