



Policy on the Recruitment and Employment of Ex-Offenders

Member off staff responsible:

Head

Drafted by HR

Last reviewed January 2026

Next review due January 2027

The policy requires Governor approval

Location: Every

Definition of Terms

College	Ashville College including the Prep School (including Acorns), Senior School and Trading
HR	Human Resources
Staff	Any member of the staff employed by the College in either a teaching or non-teaching role (including Ashville Trading), members of the Governing Body and Volunteers working within the College

Other Documents to be Read in Conjunction with this Policy

- Equality, Diversity and Inclusivity Policy
- Staff Recruitment and Selection Policy and Procedures

1. Introduction

- 1.1. Ashville seeks to recruit individuals with the right mix of talent, skills and potential and welcomes applications from the widest possible range of candidates, including those with criminal records. We select candidates for interview based on their skills, qualifications and experience.
- 1.2. As one of Harrogate's major employers, we recognise our social responsibilities and our position within the local community. We appreciate the important role that continuity of employment can play in the rehabilitation process of ex-offenders when matched with appropriate posts.
- 1.3. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 using criminal record checks processed through the Disclosure and Barring Service (DBS), Ashville complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly.
- 1.4. Certain old and minor cautions and convictions are no longer subject to disclosure: these are known as 'protected' offences. Offences that will always be disclosed on a Standard or Enhanced DBS certificate are known as 'specified offences'. All convictions resulting in a custodial sentence will always be disclosed (whether or not suspended).

2. Principles

- 2.1. Ashville undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- 2.2. Ashville will 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), Ashville will only ask an individual about convictions and cautions that are not protected.

- 2.3. Ashville is committed to the fair treatment of its staff and applicants for employment regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- 2.4. All application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- 2.5. Ashville ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- 2.6. Ashville also ensures that recruiters 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.
- 2.7. At a separate discussion to the interview, Ashville 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.
- 2.8. Ashville makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.
- 2.9. Ashville undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
- 2.10. Once in employment, staff must inform their Line Manager and HR, in confidence, of any changes to their circumstances which affects their criminal record status, in order that the impact upon their suitability to undertake their role may be reviewed.

