



Recruitment of Ex-Offenders Policy

As an organisation assessing applicants' suitability for positions included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, using criminal record checks processed through the Disclosure and Barring Service (DBS), Insight Education complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly.

Insight Education does not discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed.

We only request individuals to provide details of convictions and cautions that we are legally entitled to know about. This applies to DBS certificates at either the standard or enhanced level, where legally permissible, under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and the Police Act Regulations (as amended).

Insight Education only asks individuals about convictions and cautions that are not protected under current legislation.

We are committed to the fair treatment of staff, potential staff, and service users, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability, or offending background.

Insight Education has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.

We actively promote equality of opportunity for all, seeking the right mix of talent, skills, and potential. Applications are welcome from a wide range of candidates, including those with criminal records.

All candidates are selected for interview based on their skills, qualifications, and experience.

DBS Checks and Risk Assessments

An application for a criminal record check is only submitted to the DBS after a thorough risk assessment determines that it is both proportionate and relevant to the position. For positions where a DBS check is necessary, all application forms, job adverts, and recruitment briefs will include a statement indicating that a DBS certificate will be required upon offer of the position.

We ensure that all staff responsible for recruitment processes are suitably trained to identify and assess the relevance and circumstances of offences. Staff also receive appropriate guidance and training in relevant legislation, such as the Rehabilitation of Offenders Act 1974.

At the interview stage, or during a separate discussion, Insight Education ensures that an open and measured conversation takes place regarding any offences or matters relevant to the position. Failure to reveal information directly relevant to the position sought may lead to the withdrawal of an employment offer.

We inform all individuals undergoing a DBS check about the DBS code of practice and provide a copy upon request.

Insight Education undertakes to discuss any matters revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional employment offer.

Handling Convictions

Risk Assessment Process

Applicants are required to complete a DBS Check Risk Assessment Form, providing detailed information about any disclosed convictions. This information is then reviewed by a Recruitment & Compliance Officer, who conducts a thorough assessment to evaluate the suitability of the applicant for the role.

Factors Considered

The risk assessment process takes into account the following factors, in line with the Rehabilitation of Offenders Act 1974:

- **Nature, Severity, and Relevance:** The seriousness of the offence and its applicability to the role in question.
- **Time Elapsed:** The period since the offence was committed.
- **Pattern of Behaviour:** Whether the offence was an isolated event or part of a repeated pattern.
- **Applicant's Current Circumstances:** Evidence of life changes or improvements since the offence.
- **Rehabilitation and Remorse:** Demonstrated efforts to reform and acknowledgment of the offence's impact.

Candidate Review

If a DBS check uncovers convictions, the candidate will be invited to provide additional context about the circumstances surrounding the offence. A compliance review will assess this information alongside the outlined criteria, ensuring a fair and consistent approach to decision-making.

Client Notification

For candidates approved for placement despite a positive DBS check, clients will be notified as part of the process. This step will only occur with the candidate's explicit consent, and, if agreed, the Consultant may share a copy of the DBS certificate with the client prior to confirming the booking.