



## Envision Education Policy on Recruitment of Ex-Offenders

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Envision Education complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly
- Envision Education undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- Envision Education can only ask an individual to provide details of convictions and cautions that Envision Education 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)
- Envision Education can only ask an individual about convictions and cautions that are not protected
- Envision Education 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
- Envision Education actively promotes 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
- Envision Education select all candidates for interview based on their skills, qualifications and experience
- Envision Education ensures that all those in Envision Education who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- Envision Education 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, Envision Education 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
- Envision Education 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
- Envision Education undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.