

# Guidance Statement on the Recruitment of Learners who are Ex-Offenders



GATESHEAD COLLEGE

- ↪ As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Gateshead College complies fully with CRB Code of Practice and undertakes to treat all learners fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- ↪ Gateshead College is committed to the fair treatment of its learners regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- ↪ For those courses where a Disclosure is required, all applicants will be notified of this during the application process
- ↪ Where a Disclosure is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at an early stage in the application process.
- ↪ We ensure that all those in Gateshead College 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, eg 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 enrolment.
- ↪ We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of enrolment.

**Having a criminal record will not necessarily bar you from studying with us.** This will depend on the nature of the course and the circumstances and background of your offences.