

## REHABILITATION OF OFFENDERS

### Rehabilitation of Offenders Act declaration

During the registration process, all work seekers are required to complete our Rehabilitation of Offenders Act declaration, and, as required for regulated sectors, disclose all spent and unspent convictions, subject to the filtering rules.

If a work-seeker discloses any convictions, Excell Supply management and safeguarding lead will make a decision as to whether to continue with the work seeker's registration.

### Rehabilitation of Offenders policy

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

Excell Supply undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Excell Supply can only ask an individual to provide details of convictions and cautions that Excell Supply 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),

Excell Supply can only ask an individual about convictions and cautions that are not protected.

Excell Supply 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 dependents, age, physical/mental disability or offending background.

Excell Supply 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.

Excell Supply 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.

Excell Supply select all candidates for interview based on their skills, qualifications and experience.

Excell Supply ensures that all staff of Excell Supply who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

Excell Supply 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, Excell Supply 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/assignment.

Excell Supply 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.

Excell Supply undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment

Where a DBS Enhanced Disclosure has 'disclosed any matter or information' and an offer of employment is made by Excell Supply subject to other satisfactory checks been undertaken, any prospective school will be informed of this verbally. In addition under regulation 18 of the school staffing (England) Regulations 2009, a copy of the certificate sent to the school via a secure school email address prior to the work seeker starting work.