

REHABILITATION OF EX-OFFENDERS POLICY UK

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Drafted/Amended by:	Compliance Team
Reviewed by:	Chief HR Officer/ Group Operations and Compliance Director

1 INTRODUCTION

Oxford International Education Group (OIEG) recognises that the achievement of its goals and the securing of its values are dependent on the recruitment and the retention of a skilled and committed workforce.

2 POLICY STATEMENT

OIEG is committed to a culture of inclusivity and equality whilst ensuring the safe provision of services to children, young people and adults at risk. Having a criminal record does not automatically prevent a candidate from working with or for the organisation. OIEG recognises the contribution that all people can make as current or future workers, as both employees and volunteers, and are committed to a fair recruitment process in which no-one faces unfair discrimination due to a criminal record.

All posts with Oxford International will, or have the potential to, involve working with children or to interact with children. Safe recruitment principles must, therefore, be followed for all hires. Safe recruitment means taking steps to ensure only individuals who are suitable for working with young people, whilst keeping them safe from harm and risks, are appointed.

3 APPLICATION AND DISCLOSURE

OIEG is committed to principles of fair recruitment, and you will not be asked to disclose information about your criminal record when applying for a role. All candidates are recruited on the merit of their skill, qualifications and experience required for the role.

If you are applying for a role that will be subject to checks, this will be made clear as part of the recruitment process.

4 DISCLOSURE

As OIEG must adhere to safe recruitment principles, if you are shortlisted for interview, you will be asked to complete a self-disclosure form. The information disclosed may be questioned at interview.

If the role you are applying for includes regulated activity with a vulnerable group¹, you will be asked to confirm that you are not barred from working with this vulnerable group as part of the self-disclosure form. Applicants on the relevant barred list will not be able to continue with an application for that role.

OIEG strives to uphold principles of inclusivity and transparency and we expect the same from any future worker. We have a zero-tolerance approach to any deliberate deception or concealing necessary information.

5 COMPLETION OF CHECKS

Each role is assessed for its legitimacy and need for a DBS check. We ensure any request to disclose a criminal record is proportionate and relevant to the role.

Any person applying for a role that is covered by the Rehabilitation of Offenders Act (1974), will not be asked to disclose spent convictions through the completion of a standard or enhanced DBS/PVG check.

Any person applying for a role that is exempt from the Rehabilitation of Offenders Act (1974) will be asked to declare any unspent and spent convictions by completing a standard or enhanced DBS/PVG check. You will not be asked to disclose filtered or protected records as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 or The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013.

¹ As defined by [Schedule 4 of Safeguarding Vulnerable Groups Act 2006](#). Further guidance is given in the [Explanatory notes](#).

Any person applying for a role that includes regulated activity with children or adults at risk, will be checked against the barred list. It is a criminal offence for you to apply for, or work with, a group you have been barred from working with.

You will be asked to complete these checks at the point of a conditional offer being made, along with other conditional offer checks, such as references.

6 DECISION MAKING

In order to make a fair, measured and comprehensive decision about any matters revealed by an applicant with a criminal record, we will have a direct conversation with the applicant and carry out a criminal record assessment.

Our criminal record assessment will consider:

- whether a conviction is spent or unspent and the length of time since the offence(s) occurred;
- the nature and seriousness of any offence revealed;
- whether the conviction is relevant to the position applied for;
- the age at the time of the offence(s) and any pattern of offending behaviour;
- the circumstances surrounding the offence(s), and the explanation(s) provided and whether your circumstances have changed since the offending behaviour; and
- how the offence(s) impacts on your ability to carry out the role.

A historical criminal record that has no bearing on the role you are applying for, and that would pose no risk to you or the service users we support, will not prevent you from working or volunteering with our organisation. Any decision to withdraw that conditional offer will be discussed with you in full.

7 INFORMATION SHARING

OIEG processes personal data collected during the recruitment process in accordance with its data protection policy. In particular, data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job.