



ETC International College

Policy Statement on the Recruitment of Ex-Offenders

February 2025

This document to be read in conjunction with the ETC Data Protection & Privacy Policy.

1. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, ETC complies fully with the DBS Code of Practice and/or the Basic Check: Processing Standards and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. ETC 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.
3. This written policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.
4. We actively promote 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. We select all candidates for interview based on their skills, qualifications and experience.
5. A Standard or Enhanced DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned, also ensuring the role is legally eligible for one of these types of check. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
6. Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within ETC and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process.
7. Unless the nature of the position allows ETC to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 and only about those convictions and cautions we are legally entitled to know about.
8. We ensure that all those in ETC 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.
9. 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 revealed or a DBS check where it is not explicit in the policy that such information would be a barrier to employment. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
10. We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
11. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences: ETC will carry out a criminal record risk assessment to determine whether it will be possible to offer you a position.