

# Rehabilitation of Offenders

As an organisation using the DBS service to assess applicants' suitability for positions of trust, New College Stamford, complies fully with the DBS Code of Practice 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.

New College Stamford 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.

The DBS code of practice can be found on their website: [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)

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.

All applications and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

As 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 as detailed on the Application form. We guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Due to the nature of the work in an establishment providing further education, you are required to disclose certain information concerning your criminal cautions and convictions. You must disclose information about spent and unspent criminal convictions (other than a protected conviction) and spent and unspent cautions (other than a protected caution).

You are not legally required to disclose information concerning protected cautions and convictions. To determine if your caution or conviction is protected and whether or not you need to disclose it in your application, you need to refer to the relevant legislation, including the offences listed in The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) (England and Wales) Order 2013. (A list of offences which will never be protected has been derived from the legislation and is available here <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check> ).