

Recruitment of People with a Criminal Record Policy and Procedure

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.

People with criminal records applying for a job with Red Kite Learning will be treated according to their merits and to any special criteria of the post.

All job adverts and invitations to interview will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

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 either sent to a designated person within Red Kite Learning or discussed at interview. We guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Questions will be asked at interview stage about criminal records in order to ensure that people with such records are not inadvertently placed in vulnerable positions within the organisation. Having a criminal record, in itself, will not necessarily prevent a person from being appointed to any post, unless the offence debars that person. Where it is felt, however, that a recent or serious offence might mean that a person presents a risk to children or vulnerable adults then that person will not be appointed. Failure to reveal information that is directly relevant to the position sought may lead to withdrawal of an offer of employment.

Discrimination either in favour of or against those currently in employment who have disclosed their criminal record is not permissible (unless the offence debars them) and such information is strictly confidential.

If an applicant reveals a serious criminal record, particularly if it is recent, then the Chief Executive (who may consult with the Board of Directors) must be consulted, before the appointment is confirmed. A decision to reject an applicant because of, or partly because of, a criminal record will relate to an aspect of the person specification which cannot be met. All applicants in these circumstances will be advised of the reason their application has been unsuccessful.

We ensure that all those in Red Kite Learning who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

Details of criminal records will be maintained as strictly confidential.

Red Kite Learning complies with the CRB code of practice, a full copy of which is available on request from the HR Training Adviser.