

RECRUITMENT OF EX-OFFENDERS POLICY

Purpose

Nord Anglia PLC is committed to the principle of equality of opportunity and, subject to the over-riding consideration of protecting children and vulnerable people, undertakes to treat all applicants for positions fairly and not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Scope

All potential job applicants. This policy has particular reference to those concerned with recruitment and inspections.

Policy Statement

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Nord Anglia PLC complies fully with the CRB Code of Practice. Nord Anglia PLC is committed to the fair treatment of its staff, potential staff or users of its services, regardless of gender, disability, race, colour, ethnic or national origin, nationality, sexuality, marital status, age, religious or political beliefs or offending background. This written policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process. 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. We select all candidates for interview based on their skills, qualifications and experience. A Disclosure is only requested after a thorough analysis has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required applicants will be informed that a Disclosure will be requested in the event of them being offered the position. 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 confidential cover to a designated person within Nord Anglia PLC and we guarantee that this information is only seen by those who need to see it as part of the recruitment process. Unless the nature of the position allows Nord Anglia Recruitment to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

- We ensure that all those in Nord Anglia Recruitment who are involved in the recruitment process have been suitably trained to identify and assess the relevance and the 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, e.g. the Rehabilitation of Offenders Act 1974.

- 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 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.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- 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 applicants from working with us. This will depend on the nature of the position and the circumstances and background of the offences with due consideration given to our responsibilities to protect children and vulnerable people.

Adherence to Policy

Responsibility for the implementation, monitoring and development of this policy lies with the Head of Personnel. Day to day operation of the policy is the responsibility of departmental chief officers who will nominate a representative to ensure that this policy is adhered to.

Complaints

Any applicant wishing to raise a complaint should do so, in writing, to the Head of Personnel within 15 working days, at the latest, of the alleged incident. An investigation will then be conducted by a representative of the Personnel Services Unit who has not been previously involved in the selection procedure. The Head of Personnel's ruling will be final. The individual will receive written notification as to the outcome.

Offer of Assignment

The offer of any assignment is conditional upon the company receiving a satisfactory CRB Disclosure, and references. The majority of our positions – working with children and vulnerable adults, are exempt from the Rehabilitation of Offenders Act 1974, and are also conditional upon proper disclosure of any criminal convictions, cautions or “bind overs” that fall within this Act. The Company has the final decision as to whether our requirements are satisfied.