

Action Tutoring Policy on the Recruitment of Ex- offenders

1. As an organisation assessing applicants' suitability for positions that are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Action Tutoring complies fully with the [Code of Practice](#) and undertakes to treat all applicants for positions, whether paid or voluntary, fairly. Action Tutoring undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
2. Action Tutoring will only ask an individual to provide details of convictions and cautions that Action Tutoring are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Action Tutoring can only ask an individual about convictions and cautions that are not protected.
3. Action Tutoring is committed to the fair treatment of its staff, volunteers, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
4. Action Tutoring makes this written policy on the recruitment of ex-offenders available to all DBS applicants at the outset of the recruitment process.
5. Action Tutoring actively promotes 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. Action Tutoring select all candidates, at all stages of the recruitment process, based on their skills, qualifications and experience.
6. Action Tutoring staff and volunteers work with young people in schools, in regulated activity. Therefore an application for a criminal record check is submitted to DBS as it is proportionate and relevant to all volunteer positions concerned, and paid positions involving work in schools. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event:
 - a. of the individual being offered a paid position as a member of Action Tutoring staff.
 - b. of the individual being accepted as an Action Tutor volunteer, and before being placed in a partner school.
7. Action Tutoring ensures that all staff involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Action Tutoring also ensures 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. Action Tutoring also ensure that there is a name member of staff to whom all other staff can refer to

for further advice and guidance, and to act as the final arbiter in recruitment decisions.

8. At interview, or in a separate discussion, Action Tutoring ensures 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 during the application process, which is subsequently disclosed in an enhanced DBS check, could lead to withdrawal of an offer of employment or voluntary position.
9. If an offer is subsequently made, Action Tutoring will share any relevant information with the school/s in which a volunteer tutor wishes to be placed. This sharing of information will only take place with the explicit permission of the individual seeking the position.
10. Action Tutoring makes every subject of a criminal record check submitted to DBS aware of the existence of the [Code of Practice](#) and makes a copy available on request.
11. Action Tutoring will discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment or volunteering.