**CODE OF PRACTICE FOR THE**

**RECRUITMENT OF EX –OFFENDERS**

1. As an organisation using the Criminal Records Bureau (DBS) Disclosure service to assess applicants’ suitability for positions of trust, Lakes College, West Cumbria complies fully with the DBS Code of Practice and undertakes to treat all applicants (staff, students, volunteers and Governors) 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. The college is committed to the fair treatment of its staff, potential staff, students and potential students, volunteers, governors or users of its services, regardless of race, gender, sexual orientation, disability, age, religion, trade union membership, responsibilities for dependents, 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 staff and student 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 knowledge, experience, skills and abilities.

5. We give guidance to all those in the college who are involved in the recruitment process on how to identify and assess the relevance and circumstances of offences. We also give appropriate guidance on the relevant legislation relating to the employment of ex-offenders.