

Recruitment of Ex-Offenders Policy



Semester

Learning and Development

December 2024

Version History

Date Changed	Version	Reason	Completed By	Comments
09/12/2024	1.0	Document Creation	Aslam Vaid	Initial document created
08/01/2026	1.1	Annual Review	Michael White	Annual review

1. Introduction

It is a requirement that all registered bodies must treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges registered bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to applicants at the outset of the recruitment process.

2. Scope

This policy applies to applicants for job vacancies at Semester Learning and Development Limited (Semester) covering permanent, fixed term, interns and apprenticeship positions, Executive and Non-Executive positions, contractors, consultants, temporary positions and third-party consultants.

It also applies to the hiring managers and other managers, employees or consultants who are supporting the recruitment process and/or are involved in hiring decisions. Our employees are required to comply with this Policy when considering the suitability of an applicant with previous convictions for employment.

3. Commitment to Non-Discrimination

Semester is an equal opportunity employer and does not discriminate against individuals with criminal records. We ensure that all candidates are assessed based on their qualifications, experience, skills, and the nature of the job, rather than solely on their criminal history.

Discrimination based on a criminal conviction will only occur in cases where the conviction directly relates to the responsibilities of the job, and where employment would pose a risk to the safety or security of the company, its employees, learners, or the public.

4. Policy

- As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Semester complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly.
- We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
- Semester 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.
- 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.
- A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

- Where a DBS check 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 separate, confidential cover, to a designated person within Semester and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows Semester 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 those in Semester who are involved in the recruitment process have been suitably trained to identify and assess the relevance and 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 undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

5. Policy Review

The effectiveness of this Policy will be monitored annually and reviewed every five years in light of experience, guidance from the Department for Education, the Disclosure and Barring Service, changes in legislation and best practice. This mechanism recognises that changes to employment legislation may prompt a review of the Procedure before the five years stipulated.

In considering the effectiveness of this Procedure, consultation will be undertaken with staff and managers to assist in the review and monitoring of this Policy.



Director

8th January 2026

Date