

# Policy on the recruitment of ex-offenders

## Introduction

This policy outlines Tutor The Nation's approach to the recruitment of ex-offenders as volunteers and staff members. Having a criminal record will not necessarily bar an individual from working with Tutor The Nation, as the charity wishes to encourage equality of opportunity for all.

At all times, Tutor The Nation's handling of the recruitment of ex-offenders will be compliant with the *Rehabilitation of Offenders Act 1974* and the *Rehabilitation of Offenders Order 1978*, in addition to the Disclosure and Barring Service's (DBS) code of practice.

## Our checking process

As all volunteers and staff members are expected to come into contact with young people, including vulnerable young people, during their time working with Tutor The Nation, all individuals associated with the charity are required to undergo an Enhanced with Barred Lists DBS Check. All trustees are required to undergo an Enhanced DBS Check.

There will be an opportunity before an DBS Check is carried out for an individual to disclose to Tutor The Nation that they have a spent or unspent criminal conviction.

## Procedure for recruiting an ex-offender

If an Enhanced DBS check flags a conviction, then in the first instance this will be referred to the Designated Safeguarding Lead and Trustee for Safeguarding.

If the conviction clearly precludes an individual from working with Tutor The Nation, such as in cases where the conviction is for the mistreatment of children, for example, then this will be clearly communicated to the individual as soon as possible.

In most cases, however, the next step will be to organise an interview. This interview will be held with the Designated Safeguarding Lead, the Trustee for Safeguarding, and the individual. The discussion will consider:

- The seriousness of the offence and its relevance to Tutor The Nation's work.
- The length of time since the offence occurred.
- Whether the offence was a one-off or part of a history of offending.
- Circumstances which led to the committing of the offence.
- Whether the individual's personal circumstances have since changed.
- The country in which the offence occurred.
- Decriminalisation and remorse.

Following this interview, the Designated Safeguarding Lead and Trustee for Safeguarding will make a decision as to whether to move forward with the individual's application to work with Tutor The Nation. The decision will be clearly communicated to the individual and recorded.

## If an individual is unhappy with the decision made

Following the decision being communicated to the individual, they may choose to appeal. This should be handled via the mechanisms outlined in the Procedure for dealing with complaints.

## In the event of questions or concerns

In the first instance, all questions and concerns about this statement, or Tutor The Nation's other safeguarding policies and procedures, should be raised with the charity's Designated Safeguarding Lead, via email to [safeguarding@tutorthenation.org](mailto:safeguarding@tutorthenation.org). You can find the most up to date information about our Designated Safeguarding Lead on <https://tutorthenation.org/safeguarding/>.

Further questions concerning safeguarding and child protection should be directed to the NSPCC's Child Protection Helpline - 0800 800 5000.

This policy was last reviewed on 12th August 2024.

This policy will next be due for review on 12th August 2025.

Approved By: Rosamund Llewelyn, Director of School Partnerships

Signature: 