

TIRO

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Recruitment of Ex Offenders Policy

1. Introduction

Tiro is committed to equality of opportunity in employment. This policy outlines our approach to the recruitment of ex-offenders.

All candidates applying for roles within Tiro are assessed on their skills, experience and qualifications for the job role and criminal convictions will not be relied on as immediate grounds for refusal of employment. Candidates will be required to disclose “unspent” convictions during the application and/or interview process. If the nature of the offence is relevant to the role they are applying for, the suitability of the candidate will be explored fully and considered. In these circumstances, Tiro reserves the right to refuse to offer employment to the candidate.

Information relating to “spent” convictions will not be required to be disclosed by the candidate, unless the job role is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

2. Our Recruitment of Ex Offenders Policy outlines:

2.1 The Recruitment Process

2.2 Criminal Record Checks

2.1 The Recruitment Process

Due to the nature of work carried out by Tiro, all job roles are subject to a criminal record check via the Disclosure & Barring Service (DBS). This will be an Enhanced check for those in learner-facing positions, and a basic check for those in any other role. A statement that a criminal record check is required if the candidate is offered the position will be included in any application forms, job advertisements and recruitment documents.

All candidates should be encouraged to present information regarding any convictions they have at an early stage. They will be advised of the designated person within the Company to whom they should provide this information and informed that this will be kept confidential and only disclosed to those who require the information as part of the recruitment process.

Any disclosure of an offence will lead to a full discussion with the candidate regarding the relevance of the conviction to the job role before a decision is made about withdrawal of an offer of employment. A failure by the candidate to produce information about convictions relevant to the role could lead to the Company withdrawing an offer of employment. Where the criminal record information reveals details of an offence, the relevance to the job in question should be fully discussed with the applicant before withdrawing an offer of employment. Before withdrawing an offer, the HR department should be consulted.

In order to assess whether a criminal record is relevant to the role, the convictions disclosed should be assessed in line with the duties of the role and how the work is carried out via a Criminal Record Risk Assessment. Factors to take in to account include, but are not limited to:

- whether the offence is relevant to the position in question
- the seriousness of any offence
- the type of offence or offences the applicant committed
- the circumstances and the explanation offered by the applicant
- the length of time that has passed since the offence took place
- whether the applicant's circumstances have changed since the offending took place.

2.2 Criminal Record Checks

All criminal record checks undertaken by Tiro will be carried out in accordance with the relevant regulations (for example for occupations or activities covered by the ROA 1974 (Exceptions) Order 1975 and the Police Act 1997 (Criminal Records) Regulations).

Tiro will not unlawfully discriminate against any candidate where they are required to provide information about their criminal convictions. The Company will provide appropriate guidance and training to all individuals that are involved in recruiting ex-offenders. This will include specific training in relation to the Rehabilitation of Offenders Act 1974.

The Disclosure and Barring Service code of practice will be complied with during this process. The provisions of the Data Protection Act will be fully complied with when carrying out this process.

Version	Details of amendments /change	Author	Formal approval required	Approved by	Date of approval	Date adopted by the Board
V2	Updated following review	Katie Edmead	Yes	Kathryn Jeacock	27/05/2025	