

Policy on the recruitment of people with a criminal record

Date this policy is introduced	November 2018
Date for next review	November 2024

www.gov.uk states “All employers must treat Disclosure and Barring Service (DBS) check applicants who have a criminal record fairly and should not discriminate because of a conviction or other information revealed.” This policy applies equally to paid staff and volunteers.

This policy on the recruitment of ex-offenders, is made available to all Disclosure applicants at the outset of the recruitment process.

1. As an organisation using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, we undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against anyone who is the subject of a Disclosure on the basis of conviction or other information revealed.
2. We are committed to the fair treatment of our staff, potential staff, volunteers or users of our services, regardless of offending background.
3. This policy will be made available to all DBS applicants at the outset of the recruitment process.
4. We support equality of opportunity for all to achieve the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. We invite all staff and volunteers for interview on the basis of their aptitude, skills, qualifications and experience in relation to the requirements of the post.
5. A DBS check is only requested when it is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, the recruitment information will contain a statement that a DBS check will be requested in the event of the individual being offered a paid position or as part of the process of becoming a volunteer.
6. Where a DBS check is to form part of the process, we encourage all applicants to provide details of any criminal record at an early stage. We guarantee that this information is only be seen by those who need to see it as part of the recruitment process.
7. We ensure that all those who are involved in the recruitment process will have suitable guidance to enable them to identify and assess the relevance of the offence in relation to the position applied for. We also ensure that they receive appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

8. At interview or in a later 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 applied for could lead to withdrawal of an offer of employment. In the event of notification of an offence, all 3 members of the managerial sub-committee will meet and must agree unanimously that the recruitment can go ahead.
9. We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment or rejecting their offer to become a volunteer.
10. We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.

Having a criminal record will not necessarily bar you from working with us. This will depend on the offence and the relevance of the offence in relation to the position applied for. The factors taken into account will include the responsibilities of the position, the vulnerability of the customer group, the nature of the offence(s), the number and pattern of the offences (if there is more than one), how long ago the offence(s) occurred and the age of the offender when the offence(s) occurred.

