

## **POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS**

Version 3.0 – July 2013

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of any protected characteristics or offending background.

We have a written policy on the recruitment of ex-offenders, which is available to all Disclosure applicants at the outset of the recruitment process. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice.

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.

An Enhanced, Standard or Basic Disclosure is only requested if it is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure 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 and this information will only be seen by those who need to see it as part of the recruitment process.

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.

Unless the nature of the position allows us to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

The appointing officer in the recruitment process will have access to guidance on the relevance and circumstances of offences in the context of relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. Our contractual commitments with local authorities may mean that we will need to inform them of entries in a Disclosure and give them a say in the decision-making.