

Appendix 3



Policy Statement on the Recruitment of Ex-offenders

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly.
2. We will not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. We can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Police Act Regulations as amended) we can only ask an individual about convictions and cautions that are not protected.
4. We are committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. We have this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. 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. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

9. We will 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.
10. At interview, or in a separate discussion, it will be ensured 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.
11. Every subject of a criminal record check submitted to DBS will be made aware of the existence of the [code of practice](#) and makes a copy available on request.
12. We will discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

(Source www.gov.uk)