

Name of Organisation: _____

Policy Statement on the Recruitment of Ex-Offenders

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) the organisation complies fully with the Code of Practice* and undertakes to treat all applicants for positions fairly. The organisation undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The organisation can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about.

The organisation is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

The organisation 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. All candidates for interview are selected based on their skills, qualifications and experience.

Where a DBS certificate is required, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of an individual being offered the position.

The organisation ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences and that appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview or in a separate discussion the organisation ensures 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 could lead to withdrawal of an offer of employment.

The organisation makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and where it can be located on the internet.

The organisation undertakes to discuss any matter revealed on a DBS certificate with an individual seeking the position before withdrawing a conditional offer of employment.

*Available at www.gov.uk/government/publications/dbs-code-of-practice