

Recruitment of Ex Offenders Policy

Updated: November 2015

Next revision date: November 2016

- 1. Objectives**
 - 1.1 To treat all Disclosure applicants who have a criminal record fairly and not discriminate because of a conviction or other information revealed.**
- 2. Scope**
 - 2.1 To cover all activities carried out by Develop**
- 3. Key Principles**
 - 3.1 It is a requirement of the Criminal Record Bureau's (CRB) Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed.**
 - 3.2 A copy of the recruitment of ex-offenders policy will be given to Disclosure applicants at the outset of the recruitment process.**
 - 3.3 As an organization using the enhanced CRB Disclosure and DBS to assess applicants' suitability for positions of trust, Develop complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.**
 - 3.4 Develop 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 dependents, age, physical/mental disability or offending background.**
 - 3.5 Develop actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. Develop selects all candidates for interview based on their skills, qualifications and experience.**
- 3. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position**

Document name		Location/File path	
Recruitment of Ex Offenders Policy		\\developserver\Data\Company\Policies\Policies 2015-16	
Created by	Date issued	Version No	Approved by
Mark Pike	01/12/2015		Mark Pike

concerned. For those positions where a Disclosure is required, all application forms, job specifications and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

- 3.7** Where a Disclosure is to form part of the recruitment process, Develop encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. Wherever possible this should be done in person, but where it is not possible Develop requests that this information is sent under separate, confidential cover, to the CEO and Develop guarantees that this information will only be seen by those who need to see it as part of the recruitment process. Verification in person will have to take place before the application can be processed.
- 3.8** Unless the nature of the position allows Develop to ask questions about the entire criminal record, Develop shall only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- 3.9** Develop ensures that all those who work for Develop who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of the offence(s). Develop also ensures that we 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.
- 3.10** At interview, or in a separate discussion, Develop 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 sought could lead to withdrawal of an offer of employment.
- 3.11** Develop makes every subject of a CRB or DBS Disclosure aware of the existence of the CRB Code of Practice and makes a copy available on request to the Disclosure Applicant.
- 3.12** Develop undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- 3.13** Having a criminal record will not necessarily bar a disclosure applicant from working with Develop. This will depend on the nature of the position and the circumstances and background of the offences.
- 3.14** CRB and DBS checks are only available for those applying for positions

Document name		Location/File path	
Recruitment of Ex Offenders Policy		\\developserver\Data\Company\Policies\Policies 2015-16	
Created by	Date issued	Version No	Approved by
Mark Pike	01/12/2015		Mark Pike

involving working with children, young people, vulnerable or elderly or sick people; the checks will reveal both spent and unspent convictions.

4. Staff Responsibility

4.1 All staff, consultants and volunteers.

4.2 CEO has overall and final responsibility for all matters relating to the Recruitment of Ex Offenders Policy.

4.3 The day-to-day responsibility for the Recruitment of Ex Offenders Policy is delegated to the CEO, who will ensure that:-

- a. Adequate resources are made available to implement this policy.**
- b. Adequate arrangements are made to bring this policy to the notice of all staff, learners, Learning Providers and visitors.**
- c. The effectiveness of the policy and its arrangements are reviewed annually during the relevant Strategy Group meeting or more frequently if deemed necessary.**

5. Monitoring and Evaluation

5.1 Through an annual review of the Recruitment of Ex Offenders Policy.

5.2 This policy is liable to full equality impact assessment annually.

6. Supporting Documents

6.1 This policy should be read in conjunction with the following policies and procedures:-

- Child Protection Policy**
- Criminal Records Bureau Policy**
- Equality & Diversity Policy**

Policy signed by CEO: *Mark Pike* **Date: 17/11/2015**

Document name		Location/File path	
Recruitment of Ex Offenders Policy		\\developserver\Data\Company\Policies\Policies 2015-16	
Created by	Date issued	Version No	Approved by
Mark Pike	01/12/2015		Mark Pike