

E.06

Recruitment of ex-offenders

1.0 GENERAL PRINCIPLES

1.1 As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Carers Trust Thames complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of conviction or other information revealed.

1.2 Carers Trust Thames is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, marital status, sexual orientation, gender re-assignment, age, ethnic origin, disability, religion or belief, status as a carer or offending background.

1.3 This written policy on the recruitment of ex-offenders is made available to all DBS applicants at the outset of the recruitment process.

1.4 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.

1.5 A DBS check is only requested after a thorough risk assessment has indicated that it is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

1.6 Where a DBS check 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, except for certain spent convictions and cautions which are "protected" so not subject to disclosure to employers and that cannot be taken into account. We request that any information not subject to this filtering* is sent under separate, confidential, cover to a designated person within Carers Trust Thames, and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

1.7 Unless the nature of the position allows Carers Trust Thames to ask questions about an applicant's entire criminal record, except for certain spent convictions and cautions which are "protected" so not subject to disclosure to employers and that cannot be taken into account, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

2.0 TRAINING

2.1 We ensure that all those in Carers Trust Thames who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, such as the Rehabilitation of Offenders Act 1974.

Policy/Recruitmentofexoffenders/2013/02/APe006

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Charity Registration Number 1090361, Carers Trust Thames

Registered in England Number 04241362

Registered Office: The Clare Charity Centre, Wycombe Road, Saunderton, Bucks HP14 4BF

3.0 INTERVIEW

3.1 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 matters 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.

3.2 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.

3.3 We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

3.4 Having a criminal record will not necessarily bar anyone from working with us. This will depend on the nature of the position and the circumstances and background of the offences.

4.0 LEARNING AND DEVELOPMENT

4.1 General learning and development requirements relating to the recruitment of ex offenders policy are contained in the learning and development policy, procedure and guidance ([E.13a](#), [E.13b](#) and [E.13c](#)).

5.0 REVIEW AND ADOPTION OF THIS POLICY BY BOARD OF TRUSTEES

5.1 The scheme's board of trustees is required to formally adopt the recruitment of ex offenders policy and to ensure that a documented record is kept of their decision to do so.

5.2 Full details of the policy (including its title and reference number) and the date it was adopted will be documented in the minutes of the appropriate trustee board meeting as evidence of the decision taken. The minutes will be signed by the chair of the trustees on behalf of the board.

For information on filtering see Disclosure and Barring Service: filtering on www.gov.uk <http://www.xrds.org.uk/dsweb/Get/Document-11989/www.gov.uk>, call 0870 90 90 811 or email customerservices@dbs.gsi.gov.uk.

If you believe there has been a mistake on your record see Disclosure and Barring Service: appeals and disputes on www.gov.uk or call 0870 90 90 811 within three months of receiving your certificate.