



Recruitment of Ex-Offenders Policy

February 2023

1. General Policy and Responsibilities

- a) This policy applies to all persons that are being recruited as either a voluntary or paid worker within The Hub.
- b) Statement of Responsibilities:
 - i. The Hub is committed to the fair treatment of all staff and volunteers, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. Having a criminal record will not necessarily be a bar to obtaining a position.
 - ii. The Hub 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. All candidates are selected for interview based on their skills, qualifications and experience.
 - iii. Our written policy on the recruitment of ex-offenders is given to all applicants at the outset of the recruitment process or on application of the DBS process.

2. Recruitment of Ex-Offenders

- a) As an organisation using the Disclosure and Barring Service (DBS) to assess applicant's suitability for position of trust, The Hub complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. A copy of their code is available on request.
- b) The Hub undertakes not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.
- c) The Hub's existing recruitment policy states that job offers are subject to the receipt of satisfactory references and DBS checks. It is our policy that no youth worker or volunteer should be alone with Children, Young People or Vulnerable Adults unless in a counselling or other specific role as approved by relevant manager.
 - i. All lone working will be undertaken in compliance with our Lone Working Policy
- d) Unless the nature of the position allows the organisation to ask questions about the applicant's entire criminal record, questions will only be asked about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- e) A Disclosure is required for any position working with Children, Young People and Vulnerable Adults that meets the requirements set out by the Disclosure and Barring Service. For positions where a Disclosure is required, all application forms, job adverts and recruitment briefs must contain a statement that a Disclosure will be requested in the event of the position being offered whether it be for voluntary or paid work.

- i. Where a Disclosure is to form part of successful recruitment, all applicants are encouraged to provide details of their criminal record at an early stage in the application process. This information can be sent under separate cover to a designated person within the organisation and a guarantee is made that only those persons that are part of the recruitment process will have access to such information.
 - ii. Upon interview, or in a separate discussion, it is 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 applied for. Failure on the applicant's part to do this for the position sought could lead to withdrawal of an offer of employment or voluntary work.
 - iii. Disclosures made by unsuccessful candidates will be kept for a maximum of six months in a locked cabinet within a locked storeroom and destroyed periodically.
 - iv. We do not accept Disclosures transferred from any other organisation and do not supply previous completed Disclosures requested by us to any external organisations.
- f) We aim to ensure that all appropriate staff within the organisation who are involved in the recruitment and DBS process have been trained suitably to identify and assess the relevance and circumstances of the offences. Our aim is to ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974. If queries arise the Disclosure form can be discussed with the Chairman who will speak to the said person within the organisation requesting the DBS Disclosure. Under no circumstances is any of the information within the Disclosure revealed.
- g) From October 2009 Vetting and Barring must take place for those people working in a Regulated activity with Children and Vulnerable Adults. If a person is barred, they are not allowed to work within this activity, and it is against the law to employ any barred person.

3. Policy Review Due: February 2026