

## Woodford Halse Good Neighbours Scheme

# Policy on the Recruitment of Ex- Offenders

This policy was agreed by the Woodford Halse Good Neighbours Scheme Steering Group on

\_\_\_\_\_ (date)

Signed \_\_\_\_\_ (chair)

Date of Review \_\_\_\_\_

# Woodford Halse Good Neighbours Scheme: Policy on the Recruitment of Ex-offenders

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On the 29 May 2013, legislation came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

- in addition, employers will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions
- all cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded

The role of a volunteer for Woodford Halse Good Neighbours Scheme is a post that is concerned with safeguarding vulnerable adults and as such any cautions or convictions specified as relevant to such posts **must be disclosed**.

For further details please see the current government advice:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

- 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), Woodford Halse Good Neighbours Scheme complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly
- Woodford Halse Good Neighbours Scheme undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- Woodford Halse Good Neighbours Scheme can only ask an individual to provide details of convictions and cautions that Woodford Halse Good Neighbours Scheme are legally entitled to know about. Where a DBS certificate at either standard or enhanced level 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)
- Woodford Halse Good Neighbours Scheme can only ask an individual about convictions and cautions that are not protected
- Woodford Halse Good Neighbours Scheme is committed to the fair treatment of its volunteers, potential volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- Woodford Halse Good Neighbours Scheme has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- Woodford Halse Good Neighbours Scheme actively promotes 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

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- Woodford Halse Good Neighbours Scheme select all candidates for interview based on their skills, qualifications and experience
- an application for a criminal record check is only submitted to 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 an application for a DBS certificate will be submitted in the event of the individual being offered the position
- Woodford Halse Good Neighbours Scheme ensures that all those in Woodford Halse Good Neighbours Scheme who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- Woodford Halse Good Neighbours Scheme also ensures 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 there is any doubt about an issue regarding the employment of an ex-offender, the scheme will seek professional support.
- At interview, or in a separate discussion, Woodford Halse Good Neighbours Scheme 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 voluntary work or employment
- Woodford Halse Good Neighbours Scheme makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request
- Woodford Halse Good Neighbours Scheme undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of voluntary work or employment