

RECRUITMENT OF EX-OFFENDERS POLICY

1 – Policy Overview

Projecting Success is committed as an organisation in 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), Projecting Success complies fully with the code of practice and undertakes to treat all applicants for positions fairly. This policy sits in conjunction with the Safer Recruitment and Selection Policy.

2 – Policy Statement

Projecting Success aims to ensure that recruitment and selection are conducted in a fair, consistent, and transparent manner, and that all recruitment and selection decisions are made based on merit and job-related criteria. The organisation is committed to not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

3 – Policy Scope

This policy applies to all individuals who are employed or work on behalf of Projecting Success, including employees, volunteers, and contractors, and 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. This policy on the recruitment of ex-offenders, is made available to all DBS applicants at the start of the recruitment process.

In addition, Projecting Success will:

- Only ask an individual to provide details of convictions and cautions that we 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).
- Only ask an individual about convictions and cautions that are not protected.

- 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
- Select all candidates for interview based on their skills, qualifications and experience.
- Only submit an application for a criminal record check 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, in line with the company's Safer Recruitment Policy.
- Ensure that all those in Projecting Success who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- Ensure that they 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.
- Ensure that at interview, or in a separate discussion, 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.
- Make every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and make a copy available on request.
- Undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

4 – Conclusion

Projecting Success is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and ensuring that all individuals who work on behalf of the organisation are suitable to do so. This Recruitment of Ex-Offenders Policy will be reviewed and updated annually, or as necessary, to ensure that it remains fit for purpose and complies with relevant legislation and guidance.

Version History				
Date	Version	Details of Change	Revision By	QA
24/03/2023	1	- Policy Created - Added Version Control	Sam Barnfield	