

## **Employment Of Ex Offenders Policy**

Last Updated 11 January 2013 - See Management Committee Minutes for details of changes  
Last Reviewed October 2019

As an organisation using the Disclosure and Barring Service (DBS) Disclosure Service as part of its assessment of applicants' suitability for positions of trust, New Dawn Child Contact Centre complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

We are committed to the fair treatment of our staff, volunteers, potential staff and volunteers, and users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

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

**All our volunteers and staff are required to complete an Enhanced Disclosure because they can all be called upon to assist vulnerable adults or children on a 1 to 1 basis.**

An enhanced disclosure asks questions about an entire criminal record, including convictions that may be considered "spent".

All criminal convictions, spent or unspent must be declared. We encourage all applicants to provide details of their criminal record at an early stage in the application process. We request that this information is brought under separate, confidential cover to the Centre Co-ordinator and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that all those 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, e.g. the Rehabilitation of Offenders Act 1974 and Exceptions and the Police Act 1977.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place about offences or other matter that might be relevant to the position. All information regarding offences is kept confidential in a secure lockable drawer which is only accessed by authorised personnel and destroyed within six months of receipt. The successful applicant can request to be informed who in the organisation knows of the conviction and reasons for that.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

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

### **Having a criminal record will not necessarily bar you from working with us**

This will depend on the circumstances and background of your offences. However, failure to reveal relevant information could lead to withdrawal of an offer of employment, or dismissal if it comes to light following appointment. We have a duty to identify any risk to the organisation, our service users, volunteers and employees.

## **End of Employment Of Ex Offenders Policy**