Recruitment of Ex-Offenders Policy

1. Introduction

The code of practice published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed.

The code also obliges registered bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process.

2. Recruitment of Ex-offenders

- 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), The Golden Thread Alliance complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

- The Golden Thread Alliance undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

- The Golden Thread Alliance can only ask an individual to provide details of convictions and cautions that The Golden Thread Alliance 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).

- The Golden Thread Alliance can only ask an individual about convictions and cautions that are not protected.
- The Golden Thread Alliance 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.

- The Golden Thread Alliance 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.

- The Golden Thread Alliance 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.

- The Golden Thread Alliance 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

- The Golden Thread Alliance ensures that all those in The Golden Thread Alliance, who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

- The Golden Thread Alliance also ensures 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.

- at interview, or in a separate discussion, The Golden Thread Alliance 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 employment.

- The Golden Thread Alliance 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.

- The Golden Thread Alliance undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.