

## Policy on the Recruitment of ex-offenders

It is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed.

This policy on the recruitment of ex-offenders will be made available to all DBS applicants at the start of the recruitment process.

- 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), Beckfoot Trust aims to comply fully with the code of practice, <https://www.gov.uk/government/publications/dbs-code-of-practice>, and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against anyone who is the subject of a Disclosure on the basis of conviction or other information revealed.
- Beckfoot Trust are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical / mental disability, or offending background.
- Beckfoot Trust actively promote equality of opportunity for all to achieve the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview on the basis of their aptitude, skills, qualifications and experience in relation to the requirements of the post.
- Beckfoot Trust can only ask an individual to provide details of convictions and cautions that Beckfoot Trust 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).
- A DBS check is only requested when it is both proportionate and relevant to the position concerned. For those positions where a DBS is required, the recruitment pack will contain a statement that an application for a DBS certificate will be requested in the event of the individual being offered the position.
- Beckfoot Trust ensures that all those who are involved in the recruitment process will have been suitable guidance to enable them 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.
- Beckfoot Trust can only ask an individual about convictions and cautions that are not protected
- Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We guarantee that this information is only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, Beckfoot Trust 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
- Beckfoot Trust makes every subject of a DBS check aware of the existence of the DBS code of practice, <https://www.gov.uk/government/publications/dbs-code-of-practice>, and makes a copy available on request
- Beckfoot Trust undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.