

**Recruitment of Ex-Offenders Policy**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version 0.1** | **Version Date:** 19 April 2022 |  | **Created by:**  | Iain Anderson |
| **Approved Date:** |  | **Approved by:** |  |
| **Sent to staff via email on:** **Sent by:** |  | **Renewal Due:** April 2025 |  |

**Policy Position**

Having a criminal record will not necessarily bar someone from working within or volunteering with Age UK Leeds. Decisions with regards to recruitment to paid positions and volunteer roles will depend upon the nature of the role and the circumstances, context and background to offences.

**Introduction**

As an organisation that uses the Disclosure and Barring Service (DBS) checking

process to assess applicants’ suitability for positions of trust, Age UK Leeds

complies fully with the DBS Code of Practice and undertakes to treat all applicant

for positions fairly. Age UK Leeds commits to not discriminate unfairly against any

subject of a DBS check on the basis of conviction or other information revealed.

**Scope**

Age UK Leeds is committed to the fair treatment of its paid staff, potential staff,

volunteers or users of the services, regardless of race, nationality, ethnic origin, religion,

religious or philosophical belief, gender, marital status, sexual orientation, disability, age,

part time status, trade union activities, responsibilities for dependents, or offending

background.

Age UK Leeds aims to promote equality, diversity and inclusion as an employer and

seeks to ensure that equality, diversity and inclusion principles underpin all areas of the

organisation’s work and service provision.

Age UK Leeds recognises that many people and groups suffer discrimination and face

serious barriers when trying to fulfil their true potential. It is the aim of this organisation to

take positive steps to redress discrimination, to improve equality of opportunity and to

combat any unreasonable or unfair treatment which places people at a disadvantage for

any reasons not directly related to their ability to do a job or volunteer for this

organisation.

This Policy will be made available to all applicants for roles that will be subject to DBS

checks at the outset of the recruitment process.

This Policy is aligned with the Age UK Leeds DBS Policy which details how and when a

DBS check will be undertaken.

**Policy**

Age UK Leeds actively promotes equality of opportunity for all and encourages

applications from individuals from diverse backgrounds, including those with

criminal records. We select candidates for interview based on their skills, knowledge,

qualifications and experience.

All job advertisements, recruitment summaries and Age UK Leeds Application Forms will

include a statement that a DBS check will be requested in the event of the individual

being offered a role within the Charity.

Candidates are advised, in the application pack and in a letter inviting shortlisted

candidates to interview, that they will be asked to declare any unspent convictions in

confidence at an early stage in the application process.

We request that this information is sent under separate, confidential, cover letter to a

designated person (normally a member of the SMT) within Age UK Leeds. We guarantee

that this information is only seen by those who need to see it as part of the recruitment

process.

Unless the nature of the position allows Age UK Leeds to ask questions about your

entire criminal record we only ask about “unspent” convictions as defined in the

Rehabilitation of Offenders Act 1974. Disclosure of “spent” convictions will only be

requested after a thorough risk assessment has indicated that this is both proportionate

and relevant to the position covered. This will be stated in the advertisement and the

application pack.

We ensure that all those involved in the recruitment process have been suitably trained

to identify and assess the relevance and circumstances of offences disclosed. Age UK

Leeds 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

the Offenders Act 1974.

At interview, or in a separate meeting, we will ensure that an open and measured

discussion takes place, covering any previous offences or any other matters that might

be relevant to the role.

We commit to discuss any matters revealed through the DBS checking process with the

person seeking the position with Age UK Leeds before withdrawing a conditional offer of

employment.

Failure to reveal information that is directly relevant to the position sought could lead to

withdrawal of an offer of employment (or volunteering opportunity).