



## **Age UK Notts Policy Statement on the Recruitment of Ex-offenders**

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Age UK Notts complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Age UK Notts is committed to the fair treatment of staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities of dependents, age, physical/mental disability or offending background.

We have written this policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

We 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. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called to interview to provide details of their criminal record on the application form. If you prefer, this information can be sent under separate, confidential cover, to The Human Resources Department at Age UK Notts and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Age UK Notts to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Age UK Notts 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.

At interview, or in a separate discussion, we ensure 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.

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 an offer of employment.

**Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.

<b>Owner</b>	<b>Laura Page</b>	
<b>Issue Number</b>	<b>Amendment &amp; Date</b>	<b>Name</b>
1.0	Agreed September 2005	Tara Dunseath
1.1	Change of Owner to Lilian Smith	Lilian Smith
1.2	Change of Owner to Alison George	Alison George
1.3	Rebranded to Age UK (03/02/2011)	Siân Hopkins
1.4	Change of Owner to Laura Page (29/09/11)	Laura Page
1.5	Change of CRB to DBS (20/09/2013)	Natalie Iwanciw
1.6	Annual review by Natalie Iwanciw (Jan 14)	Natalie Iwanciw
1.7	Annual review by Natalie Iwanciw (Dec 2014)	Natalie Iwanciw
1.8	Annual review by Victoria Pearce (January 2016)	Victoria Pearce
1.9	Annual review by Victoria Pearce – minor amendments (December 2016)	Victoria Pearce
2.0	Annual review – minor amendments (January 2018)	Gurpreet Vandra