

Recruitment of Ex-Offenders Policy Statement

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Please note: Listed documents are only accessible by Age UK Shropshire Telford & Wrekin staff. If you would like a copy of any of these documents, please contact us on our website www.ageukstw.org.uk or call 01743 233 123.

Related Policies and Procedures

Disclosure Policy & Procedure
Staff Recruitment Policy & Procedure
Volunteer Policy
Volunteer Recruitment & Selection Procedure

1. Introduction

For the recruitment of staff and volunteers, Age UK Shropshire Telford & Wrekin (Age UK STW) has two key principles:

- To ensure, as far as possible, the safety of all Age UK STW clients.
- To offer opportunities for staff and volunteers to work and volunteer for Age UK STW, and to broaden the base from which staff and volunteers are drawn.

2. Equal Opportunities

- 2.1 Age UK STW is committed to the fair treatment of its staff, potential staff, volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- 2.2 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. We only ask successful applicants to disclose (see 3.2) and we support the campaign 'Ban the Box' promoted by Business in the Community.
- 2.3 Age UK STW undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- 2.4 Having a criminal record will not necessarily bar you from working or volunteering with us. This will depend on the nature of the position and the circumstances and background of your offence(s).

3. Recruitment

- 3.1 Recruitment checks are carried out to fulfil our legal obligations and to ensure that staff and volunteers are not an unacceptable risk to our clients in terms of their safety, particularly for those of our clients who are adults at risk. Age UK STW's policy on the recruitment of ex-offenders is made available to all applicants as part of the recruitment process at the initial enquiry stage.
- 3.2 Age UK STW's job adverts, application forms and other recruitment material contain a statement that the successful applicant will be subject to (staff) a Right to Work check/(volunteers) an ID check and (all) disclosure of any criminal convictions and/or cautions (as appropriate to the post) in accordance with the Rehabilitation of Offenders Act 1974 and subsequent legislation.

- 3.3 As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 using criminal record checks processed through the Disclosure & Barring Service (DBS), Age UK STW complies fully with the [GOV.UK DBS Code of Practice](#) and undertakes to treat all applicants fairly.
- 3.4 Age UK STW can only ask an individual to provide details of convictions and/or cautions that are not spent or protected and that we are legally entitled to know about as defined in the Rehabilitation of Offenders Act 1974 and subsequent legislation.

[Age UK Job Roles DBS Criteria](#)

For posts that are not eligible for a DBS check, applicants will be asked to complete our [Criminal Record Declaration Form - Not Exempt](#)

- 3.5 Age UK STW ensures that all those involved in the recruitment process (be it for staff or volunteers) have been suitably trained to identify and assess the relevance and circumstances of offences and received appropriate guidance in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.
- 3.6 At any stage of the recruitment process Age UK STW will ensure that open and measured discussion can take 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 the withdrawal of an offer of employment or voluntary work. A risk assessment will be completed on any person with a criminal conviction [Disclosure Risk Assessment form](#).

4. Right to Work

- 4.1 Age UK Shropshire Telford & Wrekin has a legal duty to ensure that staff have a right to work in the UK and Right to Work checks will be carried out prior to the commencement of employment.

5. Further Information

- 5.1 Further guidance regarding the recruitment of ex-offenders, DBS checks and DBS filtering can be found on the GOV.UK website.