



<b>Impact Initiatives Human Resources Policy</b>	<b>Procedure No: HR15</b>
<b>Recruitment of Ex-Offenders Policy</b>	<b>Page: 1 of 2</b>
	<b>Issue No: 1</b>
	<b>Date issued: March 2003</b>
	<b>Reviewed: January 2015</b>

### **Introduction**

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Impact Initiatives (Impact) 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.

### **Equality of Opportunity**

Impact is committed to the fair treatment of its staff, potential staff or users of its services, including those with an offending background, as described in Impact's Equal Opportunities Policy. We make this policy 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.

### **Requesting a Disclosure**

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 packs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

### **Provision and Use of Information**

Where a Disclosure is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record on the application form. We request that application forms are sent to a designated person within Impact and we guarantee that this information is only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Impact 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 Impact who are involved in the recruitment process are able to identify and assess the relevance and circumstances of offences. We also ensure that they receive appropriate guidance 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 Check aware of the existence of the DBS Code of Practice and make a copy available on request (also available via <https://www.gov.uk/government/publications/dbs-code-of-practice>). We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

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

Enquiries regarding this policy should be raised with Ellis Whittham via the Service Manager or CEO.