

## **HR37 – Recruitment of Ex-Offenders Policy**

As an organisation using the Disclosure & Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Access Training 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 a conviction or other information revealed.

Access Training is committed to the fair treatment of its staff, potential staff or users of its services, regardless of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, offending background or sex or sexual orientation.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants on our company website. Candidates are signposted to this via the "Conditions of Service" page of the application pack. Alternative formats are available upon request.

We actively promote equality of opportunity for all with the right mix of talent, skill and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, competencies, knowledge, 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 and is eligible for a check as determined by the DBS. For those positions where a disclosure is required, all application forms, job adverts 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 for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to our HR Manager and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

Unless the nature of the position allows us to ask questions about your entire criminal record, we only ask about convictions, cautions, reprimands or final warnings that are not "protected" as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198.

Those included in the recruitment process, apart from the HR Manager, will not have access to information or criminal records during the recruitment process. This will only be made available after the selection process, when a thorough assessment will be made of the relevance and circumstances of offences. Full account will be taken of the relevant information relating to the employment of ex-offenders. All our staff receive Equality and Diversity training and must adhere to our Single Equal Opportunities and Diversity Policy (EO1).

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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 a conditional 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.

Title	Code
Recruitment of Ex-Offenders Policy	HR37
Publication Date / Date of Update	Version Number
December 2023	2.5
Originator	Checked for Impact Assessment
Name: Chris Rodgers	Assessor(s): Duncan Hembury
Date: 20.12.23	Date Assessed: 03.01.24
Authorised by Managing Director	Authorised by Board of Directors
Name / Signature: Corrina Hembury	Name / Signature: n/a
Date: 03.01.24	Date: n/a
Associated Forms	
EO01 – Single Equality and Diversity Policy	