



RECRUITMENT OF EX OFFENDERS POLICY FOR THE VIABLES COMMUNITY ASSOCIATION

Viabes Community Association 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.

POLICY STATEMENT

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

VCA actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes 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.

Please note, this policy does not form part of your contract of employment, and we may amend it at any time.

RECRUITMENT PROCEDURES

- The Association will only request a Disclosure 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, terms and conditions statements 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 will encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We will request that this information is sent under separate, confidential cover, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows VCA to ask questions about the applicant's entire criminal record, we will only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We will ensure that all those in VCA who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

- At interview, we will enable an open and measured discussion to 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 withdrawal of an offer of employment.
- We will make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
- Before withdrawing a conditional offer of employment, the Association undertakes to discuss any matter revealed in a Disclosure with the person seeking the position. **Having a criminal record will not necessarily bar the applicant from working with us.** This will depend on the nature of the position and the circumstances and background of the applicant's offences.