

## **POLICY ON THE RECRUITMENT OF EX-OFFENDERS**

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# Policy on the Recruitment of Ex-Offenders

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# **Policy on the Recruitment of Ex-Offenders**

## **Purpose**

1. To ensure effectiveness, efficiency, consistency and fairness in the Council's approach to the recruitment of Ex-Offenders.
2. As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, St Albans City and District Council ('the Council') complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

## **Scope**

3. This policy covers all activities that form part of the recruitment and selection process. It is applicable to all recruitment within the Council.

## **Principles**

4. The Council undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
5. The Council can only ask an individual to provide details of convictions and cautions the Council are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), the Council can only ask an individual about convictions and cautions that are not protected.
6. The Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation or offending background.
7. This written policy on the recruitment of ex-offenders is made available to all DBS checked applicants at the outset of the recruitment process.
8. The Council actively promotes 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.
9. A DBS check 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 DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

### **Roles and Responsibilities**

10. The Council ensure that all those in the Council 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.

**Recruitment Managers** are responsible for:

11. At interview, or in a separate discussion, recruiting managers will 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.

12. We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

**Human Resources** are responsible for:

13. We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

### **Monitoring and Review**

14. We will monitor the application of our policy in line with any relevant standards that we have committed to as an organisation

15. We will review this policy every 3 years or sooner in line with any legislative changes.

### **Further Information and Guidance**

Applicants can look at the DBS guidance and information at [here](#).

Guidance on the application of this Policy is available from Human Resources.