



KNOWSLEY DISABILITY CONCERN

**Recruitment of ex-offenders Policy
& Procedure**

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1. Policy statement

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Knowsley Disability Concern complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly.

Knowsley Disability Concern undertakes not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.

2. General information

This policy on the recruitment of ex-offenders is 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.

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 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 and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We make sure that all those in Knowsley Disability Concern 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.

At interview, or in a separate discussion, we make sure 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 a person from working with us. This will depend on the nature of the position and the circumstances and background of the offence.