

Recruitment of Ex-Offenders Policy

Compass Disability Services

Units 11 – 12 Belvedere Trading Estate
Taunton, TA1 1BH

January 2016

Date for Review: January 2019

Compass Disability Services must exercise vigilance and rigour in the recruitment of staff and volunteers in order to safeguard vulnerable people who make up a significant proportion of our customer group.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Compass Disability Services complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly.

Compass Disability Services undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Compass Disability Services can only ask an individual to provide details of convictions and cautions that Compass Disability Services 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), Compass Disability Services can only ask an individual about convictions and cautions that are not protected.

Compass Disability Services is committed to the fair treatment of its staff, potential staff, volunteers or customers, regardless of race, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion or belief, sexual orientation, responsibilities for dependants, age, disability or offending background.

This policy is made available to all DBS applicants at the outset of the recruitment process.

Compass Disability Services seeks to employ a team with the right mix of talent, skills, experience and potential. It actively promotes equality of opportunity for all and welcomes applications from a wide range of candidates, including those with criminal records. Compass Disability

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Services select all candidates for interview based on their skills, qualifications and experience.

In line with its Disclosure and Barring Service (DBS) Criminal Records Checks Policy, an application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

Compass Disability Services ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Compass Disability Services also ensures 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, Compass Disability Services ensures 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.

Compass Disability Services makes every subject of a criminal record check submitted to DBS aware of the existence of the [Code of Practice](#) and makes a copy available on request.

Compass Disability Services undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Policy Revisions

This policy will be reviewed every three years and amended as necessary, or earlier in accordance with any forthcoming legislation. All employees or volunteers should pass suggestions or recommendations for the revision of any aspect of the policy through normal channels to the Chief Executive.

Associated documents:

- Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information
- Safeguarding Vulnerable People Policy
- Equal Opportunities Policy
- Disclosure and Barring Service (DBS) Criminal Records Checks Policy

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