



# **RECRUITMENT OF EX-OFFENDERS POLICY**

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Signed:  
Chief Executive Officer

## **Purpose**

The purpose of having this policy is to ensure that staff, volunteers or students, with a criminal record are treated fairly and respectfully. Intact also wishes to ensure that they are operating within the equality and diversity framework.

## **INTACT Recruitment of Ex-Offenders Policy**

Having a criminal record will not necessarily bar you from working, being on placement or volunteering with Intact. In order to ensure equality of opportunity to all applicants Intact works within the following guidelines.

Intact ask that all applicants disclose information about all criminal convictions and any pending conviction(s) on their job application form or through discussion with the Volunteer Manager or project leader, which will be confirmed through a Disclosure and Barring Service [DBS] form.

All applicants should be aware that in agreeing to a DBS disclosure, which would contain information about any recorded convictions, you give your permission for Lancashire Youth Association (our DBS umbrella body) to discuss such information with us.

If you have any concerns or questions about this policy please discuss it with the correct manager, i.e., Volunteers and students see Volunteer Manager, Employees see Deputy CEO/CEO.

You have the option to withdraw your application at any stage.

The following offences will exclude you from working with INTACT in any capacity, which involves working with young children or vulnerable people.

- You will be automatically excluded if you have any serious offences committed in the last two years before an application to INTACT.
- All applicants must have lived independently from any treatment/secure/residential establishment for at least two years.
- Any convictions for offences committed against children, firearms and arson will automatically exclude the applicant.
- Any conviction for violent offences, which have resulted in imprisonment, will automatically exclude the applicant.

If you are unsure of how this relates to you or are aware that convictions will arise as a result of disclosure procedures it is recommended that you discuss this with your Manager.

Please note this policy is supported by our Child Protection Policy and should be read in conjunction with this policy.

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

- As an organisation, using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, INTACT complies fully with the DBS Code of Practice. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- INTACT is committed to the fair treatment of its staff, potential staff, students, volunteers, potential volunteers or clients, regardless of race, gender, religion, sexual orientation, and responsibilities for dependents, age, physical/mental disability, or offending background. (See Equalities and Diversity policy)
- INTACT have written a policy on the recruitment of ex-offenders, which is made available to all disclosure applicants at the outset of the recruitment process.
- INTACT actively promote equality of opportunity for all with regard for providing a mix of talent, skills, experience and potential, including those with criminal records.
- A disclosure is requested for all staff, students, volunteers and trustees, due to the nature of the work and services INTACT provide to the community, and the direct contact INTACT has with young and also potentially vulnerable people. 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 a position.
- All volunteer/staff applicants and students will be encouraged when called to interview to provide details of their criminal records (if any) at any early stage in the application process.
- At interview, or in a separate discussion, INTACT ensures that an open and measured discussion takes place on the subject of any offences or other matters 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/ placement, or volunteer opportunity or placement.
- INTACT make every individual of a DBS aware of the existence of the DBS Code of Practice and make a copy available on request.
- INTACT undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment/student placement or volunteering opportunity.

Having a criminal record will not necessarily bar you from working/volunteering or having a placement with us. This will depend on the circumstances and background of your offences.

Signed: .....  
Date: .....

On behalf of the Ingol and Tanterton Community Trust