

Recruitment of Ex-Offenders Policy

Policy Statement

This policy has been developed as part of C & K Careers commitment to Investors in Diversity and the principles of FREDIE (Fairness, Respect, Equality, Diversity, Inclusion and Engagement).

At C & K Careers we are duty bound to assess the suitability of applicants' for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and (as amended in 2013 and 2020) and to fully comply with the Disclosure and Barring service [code of practice](#).

- We are committed to the fair treatment of staff, potential staff, and all service users regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.;
- We actively promote equality of opportunity for all, to achieve the right mix of talent, skills and potential across the business and we 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.
- We will consider all applicants for positions fairly and will not discriminate against any subject of a criminal record check on the basis of a conviction or other information that is revealed during the recruitment process.
- We will only ask an individual to provide details of convictions and cautions that the company is legally entitled to know about and which are not protected or filtered out.
- We will ensure that the policy on the recruitment of ex-offenders, is made available to all DBS applicants at the start of the recruitment process.
- We will ensure that all those involved in the recruitment process have the knowledge and understanding required to identify and assess the relevance and circumstances of offences and that they have received appropriate

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guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

- We will carry out either a basic, standard or enhanced dba check:
 - A basic check can be used for any position or purpose. A basic certificate will contain details of convictions and cautions from the Police National Computer (PNC) that are considered to be unspent under the terms of the Rehabilitation of Offenders Act (ROA) 1974.
 - A standard check is available for duties, positions and licences included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975. A standard level certificate contains details of all spent and unspent convictions, cautions, reprimands and final warnings from the Police National Computer (PNC) which have not been [filtered in line with legislation](#).
 - An enhanced check is available for specific duties, positions and licences included in both the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and the Police Act 1997 (Criminal Records) regulations, for example, regularly caring for, training, supervising or being solely in charge of children, specified activities with adults in receipt of health care or social care services and applicants for gaming and lottery licences. An enhanced level certificate contains the same PNC information as the standard level certificate but also includes a check of information held by police forces.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. <https://www.gov.uk/government/publications/dba-filtering-guidance/dba-filtering-guide>

Having a criminal conviction will not necessarily bar a candidate from gaining employment with us. We 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. It is more likely that failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an employment offer.

An application for a criminal record check is only submitted to DBA 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 DBA certificate will be submitted in the event of the individual being offered the position.

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PERSONNEL POLICIES & PROCEDURES

All personal and sensitive data collected for the purpose of DBS checks will be managed in compliance with the provisions of the Data Protection Act 2018.

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