

Reviewed: 20/09/2023

Date approved by the Board of Trustees: 30/09/2023

Date of next review: 30/09/2025

RECRUITMENT OF EX-OFFENDERS POLICY



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Policy Statement

As an organisation assessing applicants' suitability for positions that are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Good Vibrations complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.

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

Good Vibrations is committed to the fair treatment of its staff, potential staff, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability, or offending background.

Convictions and Cautions

Good Vibrations can only ask an individual to provide details of convictions and cautions that Good Vibrations 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, Good Vibrations can only ask an individual about convictions and cautions that are not protected.

Recruitment Procedures

A copy of this policy on the recruitment of ex-offenders will be made available to all DBS applicants at the start of the recruitment process.

Good Vibrations actively promotes equality of opportunity for all with the right mix of talent, skills, and potential and welcomes applications from a wide range of candidates, including those with criminal records.

Good Vibrations selects all candidates for interview based on their skills, qualifications, and experience.

Good Vibrations 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.

Good Vibrations 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, Good Vibrations 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/volunteering.

DBS/PVG Applications

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

Good Vibrations undertakes to discuss any matter revealed on a DBS/PVG certificate with the individual seeking the position before withdrawing a conditional offer of employment/volunteering.