



## RECRUITMENT OF EX-OFFENDERS POLICY

Dame Hannah Rogers Trust is committed to safeguarding and protecting the young adults we support. All our posts are subject to safer recruitment processes, including self-disclosure – the disclosure of criminal records and vetting checks. Safer recruitment practices are a requirement for Care Quality Commission compliance.

Dame Hannah Rogers Trust is a registered body with the Disclosure and Barring Service (DBS). The DBS provides a checking service to help assess applicants' suitability for our positions.

As a registered body within DBS, Dame Hannah Rogers Trust fully complies with their Code of Practice and this Policy outlines our approach and responsibilities within our recruitment process.

### SCOPE

This Policy applies to all staff and volunteers applying for roles within Dame Hannah Rogers Trust, and is made available to applicants at the outset of the recruitment process.

### CONTENTS

Due to the nature of our work with young adults, a large number of positions within the Trust qualify for Enhanced DBS checks against the barred list, which provides access to sensitive criminal information about individuals.

As an organisation using DBS, Dame Hannah Rogers Trust complies fully with the relevant legislation and Code of Practice, and undertakes to treat all applicants for positions fairly. We will not to discriminate unfairly against anyone who is the subject of a DBS check on the basis of a conviction or other information revealed.

We are committed to the fair treatment of our staff, potential staff, volunteers or users of our service, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical / mental ability or offending background.

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 candidates for interview based on their skills, qualifications and experience in relation to the requirements of the post.

A DBS check is only requested when it is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment information will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check forms part of the recruitment process, we require all applicants called for interview to provide details of their criminal record at an early stage in the application process. We guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Under the Rehabilitation of Offenders Act 1974, the Trust will ask questions regarding any criminal records, including "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974, if it is deemed the convictions to be relevant to the role.

[www.discoverhannahs.org](http://www.discoverhannahs.org)

01752 892461 | [enquiries@discoverhannahs.org](mailto:enquiries@discoverhannahs.org) | Facebook: /discoverhannahs | Twitter: @discoverhannahs  
Dame Hannahs, Woodland Road, Ivybridge, PL21 9HQ

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An open, measured and fair discussion will take place during the interview on the subject of any offences or other matters that might be considered relevant to the role.

The relevance of any convictions will be judged against the following:

The seriousness of the offence and its relevance to other employees, our young adults and volunteers

The length of time since the offence occurred

Whether the offence was a one-off or part of a history of offending

Circumstances which lead to the committing of the offence

Whether the applicant's personal circumstances have since changed

The country in which the offence occurred

Failure to reveal information that is directly relevant to the position sought, could lead to the withdrawal of an offer of employment.

Dame Hannah Rogers Trust ensures that all who are involved in the recruitment process will have suitable guidance to enable them to identify and assess the relevance of the offence in relation to the position applied for. We also ensure that they receive appropriate guidance on the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.

Successful applicants who are given a conditional offer of employment will be required to undergo a disclosure and barring check.

We will conduct a formal review process for any adverse records revealed on a disclosure certificate. Any such disclosure will be subject to a fair assessment, and we seek to undertake to discuss any matter revealed in a disclosure with the applicant. However, it is at the discretion of the Trust as to whether an offer of employment is withdrawn.

A criminal conviction is not necessarily a bar to employment with the Trust. Consideration will be given to the nature of the position and the circumstances and background of the offence.

Dame Hannah Rogers Trust will make every applicant subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

### **Handling, Use, Storage, Access, Retention and Disposal of DBS Certificates**

Dame Hannah Rogers Trust fully complies with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

Disclosure information is kept securely in lockable, non-portable storage container with access strictly controlled and limited to those who are entitled to see it as part of their duties.

In accordance with Section 127 of the Police Act 1997, disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Once a recruitment (or other relevant) decision has been made, we will not keep certificate information for any longer than is absolutely necessary. The Trust will ensure that any DBS certificate information is destroyed by secure means – i.e. by shredding, pulping or burning.

### **RELEVANT DOCUMENTATION**

Dame Hannah Rogers Trust Recruitment and Selection Policy

DBS Code of Practice: <https://www.gov.uk/government/publications/dbs-code-of-practice>