



Policy Statement On The Recruitment Of Ex-Offenders

Person responsible	HR Manager
Last update	May 2016
Frequency of Review	Bi-Annual
Date of last review	June 2018
Date of next review	June 2020

The code of practice published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed. Bute House complies with this code of practice and is committed to treating every applicant fairly.

- As an organisation, Bute House assesses applicants' suitability for positions of trust which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 175 as amended and where appropriate Police Act Regulations as amended using criminal record checks processed through the Disclosure and Barring Service (DBS). Bute House complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.
- As per its Safer Recruitment Policy and ethos of Equal Opportunities, Bute House is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion or belief, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We actively promote the 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 all candidates for interview based on their skills, qualifications and experience.
- Our job adverts, application forms and Safer Recruitment Policy all have a statement that an application for a DBS certificate will be required in the event of an individual being offered the position.
- Where a disclosure is to form part of the recruitment process, we encourage all applicants shortlisted for interview to provide details of convictions or cautions that we are legally entitled to know about at an early stage in our application process. This information will be sent or given under separate, confidential cover to the HR Manager as the designated person in Bute House, who will guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Bute House can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.
- We ensure that all those in Bute House who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure 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, we 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. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- Bute House will make all staff who we submit a DBS check for aware of the existence of the Home Office code of practice for the DBS and it will be put on the vacancy information along with this policy, Safer Recruitment and the other job details.
- Having a criminal record will not necessarily bar you from working with us, but this will depend on the nature of the position and the circumstances and background of your offence(s).
- This written policy statement on the recruitment of ex-offenders will be made available to all disclosure applicants at the outset of the recruitment process.