

## RECRUITMENT OF EX-OFFENDERS POLICY & PROCEDURES

### 1. General Statement:

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust the Let's Play Project complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

It is suggested that this policy should be read in conjunction with PP06 DBS & Safe Employment Policy & Procedure

### 2. Policy

#### 2.1. The Let's Play Project:

- 2.1.1. Undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- 2.1.2. Is committed to the fair treatment of its staff, potential staff, volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- 2.1.3. Actively promotes 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.
- 2.1.4. Selects all candidates for interview based on their skills, qualifications and experience.

### 3. Procedures

#### 3.1. Disclosure

- 3.1.1. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

- 3.1.2. For those positions where a Disclosure is required, 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 the position.
- 3.1.3. Where a Disclosure is to form part of the recruitment process, all applicants called for interview are encouraged to provide details of their criminal record at an early stage in the application process.
- 3.1.4. The applicant is requested to send this information under separate, confidential cover, to a designated person within the Let's Play Project and is guaranteed that this information will only be seen by those who need to see it as part of the recruitment process.
- 3.1.5. Unless the nature of the position allows the Let's Play Project to ask questions about an applicant's entire criminal record the Let's Play Project only asks about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- 3.1.6. The Let's Play Project 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.
- 3.1.7. The Let's Play Project also ensures that staff 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.
- 3.1.8. At interview, or in a separate discussion, the Let's Play Project 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.
- 3.1.9. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- 3.1.10. The Let's Play Project makes every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and makes a copy available on request.
- 3.1.11. The Let's Play Project undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- 3.1.12. If the applicant is successful in the interview process but has a conviction/s on their DBS the following procedure will be carried out:

- a. A member of the Core Staff team will call Sam Broadbent 07774 335655 who is part of the Oxfordshire County Commissioning team who will provide us with a risk assessment which must be carried out with the member of staff involved in a confidential meeting
- b. Once the meeting has been carried out and the full risk assessment has been completed with all the potential risks that have been identified alongside the specific Job Description, the form is sent back to the Commissioning team, the acting LADO Alison Beasley and Ofsted who will provide a waiver
- c. Members of the Commissioning team and the acting LADO will discuss the risk assessment that has been submitted to them to decide whether the applicant can take up the post they have applied for at the Let's Play Project
- d. The acting LADO will then contact the Let's Play Project to inform us of their decision
- e. A member of the Core Staff team may then contact the applicant to inform them whether they have been successful in the post they have applied for or not

#### 4. **Note:**

Having a criminal record will not necessarily bar an applicant from working with the Let's Play Project.

This will depend on the nature of the position and the circumstances and background of the offences.

#### **Date of Policy – 1<sup>st</sup> April 2022**

Signed: T. Stewart / T. Stewart (Chair of Trustees)  
T. Owen / T. OWEN (Operations Manager)  
S. Bates / S. BATES (Activities Manager)



**Review Date – 1<sup>st</sup> April 2023**