

## **BOROUGH OF POOLE**

### **Policy Statement on the Recruitment of Ex-offenders**

As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the Borough of Poole complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

The Borough of Poole is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender religion, sexual orientation, family circumstances, age, physical/mental disability or offending background.

We have adopted a written policy on "Promoting Equality, Respecting Diversity" which includes the recruitment of ex-offenders, which is made available on request to all Disclosure applicants at the outset of the recruitment process.

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

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the Borough of Poole and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the Borough of Poole to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in the Borough of Poole who are involved in the recruitment process have been suitably supported 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.

The Borough of Poole has a duty to safeguard and protect the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment. The nature of some offences will preclude individuals from working with these groups. However, having a criminal record will not necessarily bar you from working with us. This will depend on the circumstances of the case.

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.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.