

YOUNG SOLUTIONS WORCESTERSHIRE

POLICY ON RECRUITMENT OF EX-OFFENDERS – Updated Feb 2021

This policy sets out Young Solutions' approach to employing ex-offenders in paid or voluntary positions and work placements. A copy of this policy will be made available to all applicants at the outset of the recruitment process.

Young Solutions is committed to the fair treatment of existing and potential staff and volunteers, as well as users of our services. We actively promote equality of opportunity and welcome applications from a wide range of candidates, including those with criminal records. However, the nature of Young Solutions work means that we need to carry out in-depth vetting as part of the recruitment process.

Our policy conforms to the Rehabilitation of Offenders Act (ROA) 1974 aiming to ensure that ex-offenders who have not re-offended for a set period after the date of their conviction are not discriminated against. Under the Act, most convictions become 'spent' after a prescribed period, depending on the seriousness of the offence. Young Solutions will not require job applicants to declare spent convictions.

In order to protect vulnerable groups, there are a large number of posts and professions that are exempted from the ROA. These include, but are not limited to, posts involving access to children, young people, the elderly and disabled. The Police Act 1997 allows organisations that recruit to positions exempt from the ROA to obtain information on the criminal record of prospective employees and volunteers from the Disclosure and Barring Service (DBS). In such cases Young Solutions will only ask an individual about convictions and cautions that would be disclosed by a criminal record check.

As an organisation using the DBS to assess applicants' suitability for positions of trust, Young Solutions complies fully with the DBS Code of practice and undertakes to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

Young Solutions ensures that all those involved in the recruitment of staff have been suitably trained to identify and assess the relevance and circumstances of offences and that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders including the ROA.

Young Solutions uses this policy alongside its equal opportunities policy.

Young Solutions application form, job advertisements and recruitment details contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

Young Solutions asks all applicants called for interview to make a voluntary disclosure of appropriate details of their criminal record at the time we invite them to interview. We request that this information is provided under separate, confidential cover, to a designated person within Young Solutions and we undertake to ensure that this information is only seen by those who need to see it as part of the recruitment process.

Young Solutions will only ask an individual to provide details of convictions and cautions that we are legally entitled to know about and an only ask an individual about convictions and cautions that are not protected.

If an applicant fails to reveal information that is directly relevant to the position sought, this could lead to the withdrawal of an offer of employment or a volunteer position. Before a decision is reached on whether to offer or confirm employment to an applicant who has a positive disclosure either voluntary or from the DBS, we give the individual the opportunity to discuss the content of the disclosure.

Young Solutions makes a balanced decision about whether to offer or confirm employment / a volunteer engagement. If the interview panel has doubts about the appointment the final decision whether to make an appointment is referred to a group of trustees which will include the chair.

Trustees will take into account:

- the nature of the role and whether the conviction is relevant to the position applied for or offered; The seriousness of the offence revealed;
- The length of time since the offence took place;
- Whether the applicant has a pattern of offending behaviour; and
- Whether the applicant's circumstances have changed since the offence took place.

All documents that contain information about a staff member, volunteer or work placement and their criminal record shall be handled, stored and disposed of in line with the secure storage of information policy.

Young Solutions will discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

If appointed the employee will receive personal support from the line manager.