

KINGS LYNN CHILD CONTACT CENTRE CIC

Policy Statement: The Recruitment of Ex-Offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Kings Lynn Child Contact Centre (hereinafter referred to as KLCCC) complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly.

KLCCC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

KLCCC can only ask an individual to provide details of convictions and cautions that KLCCC is legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), KLCCC can only ask an individual about convictions and cautions that are not protected.

KLCCC is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

KLCCC has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.

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

An application for a Disclosure and Barring Service check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

KLCCC ensures that all those in KLCCC who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

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

KLCCC makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request.

KLCCC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

KLCCC do require an enhanced DBS Certificate

Date: May 2022