

The  
**Sir John Brunner**  
Foundation

Document Control Sheet

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# **POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS**

## **1. Introduction**

- 1.1 The Sir John Brunner Foundation (the Foundation) will seek enhanced disclosure for all positions which are defined as regulated activity (i.e. positions that will bring the post holder into regular contact with children).
- 1.2 The policy statement is adapted from the template provided by the Disclosure and Barring Service.
- 1.3 This policy is related to the Policy statement on the storage, handling and use of the DBS information.

## **2. Policy statement**

- 2.1 As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order (2013 and 2020) using criminal record checks processed through the Disclosure and Barring Service (DBS), The Foundation complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. The Foundation undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- 2.2 The Foundation can only ask an individual to provide details of convictions and cautions that it 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 (2013 and 2020), and where appropriate Police Act Regulations as amended), The Foundation can only ask an individual about convictions and cautions that are not protected.
- 2.3 The Foundation 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.
- 2.4 This written policy on the recruitment of ex-offenders, is made available to all DBS applicants at the start of the recruitment process.
- 2.5 The Foundation will conduct a case by case analysis of any convictions or cautions disclosed during the recruitment process and consider how, if at all, they are relevant to the position sought. Sources of further advice and guidance on the disclosure of convictions or cautions can be found in Appendix 1.
- 2.6 The Foundation actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. The

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

- 2.7 The Foundation expects that the majority of staff will be engaging in regulated activity, as defined by the Children Safe in Education statutory guidance. This requires an application for a criminal record check to be submitted to the DBS as part of the safer recruitment process. 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.
- 2.8 The Foundation ensures that a suitably trained and qualified colleague is available to advise in the recruitment process. This colleague will be able to identify and assess the relevance and circumstances of offences. The Foundation 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.
- 2.9 At interview, or in a separate discussion, The Foundation 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 or termination of employment should it later transpire information was withheld.
- 2.10 The Foundation 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.
- 2.11 The Foundation undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

## **Appendix 1**

### **Nacro**

Is a social justice charity who support and advice disadvantaged young people and adults.

### **Unlock**

Is an independent national charity that provides support to people with criminal records.

### **Ministry of Justice**

Provides further information about what convictions and cautions will be disclosed on a DBS certificate.