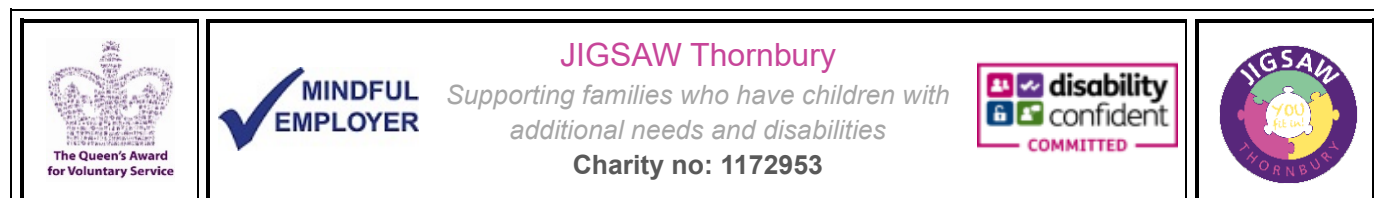


Recruitment of Ex-Offenders Policy

Change Control register:

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Tor Goodman, Chief Executive Officer Hattie Clayton, Chair of Trustees



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1. Introduction

- 1.1 JIGSAW Thornbury is committed to equality of opportunity for all job or volunteer applicants and undertakes to treat all applicants for positions or roles fairly. Applications are welcomed from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on how well their application demonstrates the JIGSAW values, their skills, qualifications, experience and the requirements of the post or role.
- 1.2 The Charity's approach towards employing or taking on volunteer ex-offenders depends on whether the job is, or is not, exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure is only requested where it is proportionate and relevant to the position or role concerned.

2. Jobs/Volunteer Roles Covered by the Rehabilitation of Offenders Act 1974

- 2.1 The Charity will not automatically refuse to employ or engage as a volunteers an individual on account of a previous criminal conviction.
- 2.2 During job or volunteer interviews, interviewees will be asked to disclose any unspent convictions, but interviewers will not ask about spent convictions or expect interviewees to disclose any spent convictions.
- 2.3 Interviewees should be aware that if they have a conviction that is not spent and the nature of the offence is relevant to the job or role for which they have applied, the Charity will review the individual circumstances of the case and may not select the individual for employment or volunteering.

3. Jobs/Volunteer Roles that are Exempt from the Rehabilitation of Offenders Act 1974

- 3.1 If the job or role for which the Charity is recruiting is one of the excluded jobs listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003, the Charity will require the candidate to declare all convictions, both spent or unspent. Interviewees should expect to be asked about any information they have declared and it is important that they are honest with the interviewer in this regard. However, the Charity will not refuse to employ or engage as a volunteer an individual unless the nature of the conviction is relevant to the job or role for which the individual has applied.
- 3.2 When the Charity has made an offer of employment or a volunteer role to an individual, it will seek documentary evidence about that person's criminal convictions and seek the candidate's agreement to make a joint application to the Disclosure and Barring Service (DBS). If the individual is a member of the DBS update service, the Charity will, carry out a status check on any current certificate.

4. Recruitment

- 4.1 Due to the nature of the work which we undertake, the majority of posts and volunteer roles within the Charity are exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 schedule 1, part 2 12 and 14. As such all exempt job and volunteer adverts will include the following statement.
- 4.2 This post/volunteer role is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are 'spent' under the provision of the Act.

5. Data Protection

- 5.1 Charity shall ensure that all information provided about an individual's criminal convictions is used, stored and handled appropriately and in accordance with its Data Protection Policy. Data collected during the recruitment process is processed only for the purposes of completing the recruitment process. Once recruited, information gathered during the vetting process will not be transferred to the individual's HR file.
- 5.2 Inappropriate access or disclosure of employee or volunteer data constitutes a data breach and should be reported in accordance with the Data Protection Policy.