

Park Centre Burgess Hill CIO Recruitment of Ex-Offenders Policy

Reviewed 12th February 2024

Signed

Chair: Karen Taylor karen.taylor@parkcentre.org.uk

Safeguarding Officer Chris Cook chris.cook@sussexcp.org.uk 07842 209329

Park Centre Burgess Hill CIO

PARK CENTRE, 60 PARK ROAD, BURGESS HILL RH15 8ET

E-mail info@parkcentre.org.uk Website: <https://parkcentre.org.uk>

Registered Charity No. 1203295

Policy Statement

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), Park Centre Burgess Hill CIO complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

Park Centre Burgess Hill CIO undertakes not to discriminate unfairly against any subject of a criminal record check because of a conviction or other information revealed.

Park Centre Burgess Hill CIO can only ask an individual to provide details of convictions and cautions that Park Centre Burgess Hill CIO are 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).

Park Centre Burgess Hill CIO can only ask an individual about convictions and cautions that are not protected.

Park Centre Burgess Hill CIO 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.

Park Centre Burgess Hill CIO 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.

Park Centre Burgess Hill CIO select all candidates for interview based on their skills, qualifications, and experience.

An application for a criminal record 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 criminal record 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.

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

Park Centre Burgess Hill CIO 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, Park Centre Burgess Hill CIO ensures that an open and measured discussion takes place about 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 role as a volunteer.

Park Centre Burgess Hill CIO 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.

Park Centre Burgess Hill CIO undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment or opportunity to act as a volunteer.