



Friends of In Touch Policy

Registered Charity: 1153013

Policy No : FOIT 07

TITLE: Recruitment of ex-offenders' policy

ISSUE No: 4

ISSUE DATE: August 2024

PREPARED BY: Policy Committee

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, using criminal record checks processed through the Disclosure and Barring Service (DBS), *Friends of In Touch* complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly:

- *Friends of In Touch* undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- *Friends of In Touch* can only ask an individual to provide details of convictions and cautions that *Friends of In Touch* are legally entitled to know about, i.e., 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).
- *Friends of In Touch* can only ask an individual about convictions and cautions that are not protected.
- *Friends of In Touch* 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.
- A copy of this *Friends of In Touch* written policy on the recruitment of ex-offenders, is made available to all DBS applicants at the start of the recruitment process.
- *Friends of In Touch* 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.
- *Friends of In Touch* 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.
- *Friends of In Touch* ensures that all those in *Friends of In Touch* who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- *Friends of In Touch* also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.
- At interview, or in a separate discussion, *Friends of In Touch* 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.
- *Friends of In Touch* makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS [code of practice](#) and makes a copy available on request.
- *Friends of In Touch* undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before making a decision which may lead to withdrawing a conditional offer of employment.

APPROVED BY:

POSITION:

Chair

Review date August 2026

DATE: August 2022

PAGE 1 OF 1