



Policy Statement on Recruiting Applicants with Criminal Records

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore shortlisted applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended).

For further information on filtering please refer to:

Nacro guidance (<https://www.nacro.org.uk/resettlement-advice-service>)

DBS website (<https://www.gov.uk/government/publications/dbs-filtering-guidance>)

We also require shortlisted applicants to disclose other information that may be relevant to an assessment of their suitability to work with children. This includes information about any pending criminal proceedings against them as well as any current police or children's social care investigations in order that we can risk assess the circumstances and any potential impact on employment, particularly in relation to our duties to safeguard and promote the welfare of children.

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given **will be treated in the strictest confidence**. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for;
- The seriousness of any offence revealed;
- The age of the applicant at the time of the offence(s);
- The length of time since the offence(s) occurred;
- Whether the applicant has a pattern of offending behaviour;
- The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned;
- Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose the information requested could result in the withdrawal of a job offer or, if already employed, disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from Nacro (www.nacro.org.uk). Please also note that the successful applicant will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check.