



PROCEDURE DOCUMENT

Policy title: **RECRUITMENT OF EX-OFFENDERS
POLICY AND PROCEDURE**

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Document control

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Introduction

This policy applies to ALL workers who are recruited to work for Barton Hill Settlement.

- **Paid employees** whose application records must be held on our personnel and payroll system (full time, part time, sessional, and casual staff).
- **Volunteers** whose application records must be held on our Volunteer's files.

Policy Statement

Barton Hill Settlement is an organisation that uses the Disclosure and Barring Service (DBS) to assess applicants' suitability to work in regulated activity with children or adults.

The safety of children and vulnerable groups in our care is of paramount importance. Barton Hill Settlement recognises and complies with its obligations under all of the legislation which protects these groups, including the Safeguarding Vulnerable Groups Act 2006.

Barton Hill Settlement complies fully with the Rehabilitation of Offenders Act 1974 and the DBS Code of Practice, and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of conviction or other information revealed.

Barton Hill Settlement seeks to provide assurance to those who are subject to the standard or enhanced checks that the information released will be used fairly. Information relating to an individual's criminal record will only be seen by those who need to see it as part of the recruitment process. Barton Hill Settlement acknowledges that it is a criminal offence to pass on disclosed information to someone not authorised to receive it.

A nominated representative of Barton Hill Settlement's Board will be responsible for ensuring that audits are carried out to check the following procedures are being applied.

Recruitment Process

Before any position is advertised, a recruitment form must be completed. This includes a risk assessment made by the JRG (Job Review Group), who are responsible for ensuring that all DBS checks are made at the appropriate level and the appropriate type for the workforce and that all necessary evidence is checked and validated.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

All applicants will know, in advance of applying for a position with Barton Hill Settlement, whether the position requires a DBS check and at what level this check will be carried out. Any applicant can request a copy of our Recruitment Policy and DBS code of practice for handling disclosure information in order to reassure them that this will be treated in the strictest of confidence, and used in a fair manner that is not discriminatory.

BARTON HILL SETTLEMENT – RECRUITMENT OF EX-OFFENDERS PROCEDURE

Barton Hill Settlement is committed to the fair treatment of its staff, potential staff or users of its services, regardless of age; disability; gender; reassignment; marriage and civil partnerships; pregnancy and maternity; race; religion or belief; sex; sexual orientation; or offending background.

A Barton Hill Settlement **Application Form** must be issued and completed by anyone wanting to work for the Settlement.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their current criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person (Sally Jobling, HR Officer). Barton Hill Settlement will guarantee that this information will only be seen by those who need to see it as part of the recruitment process, i.e.:

- For posts in Central Services: HR Officer and the Chief Executive Officer (dealing with ALL paid employee applications, trustees and student work placements).
- For posts in the People's Hive: Community Projects Manager and the CEO (dealing with ALL unpaid volunteers).

All scrutiny will be by a nominated representative of the Barton Hill Settlement Board of Trustees.

The Recruitment Decision

We undertake to discuss any matter revealed in a DBS check with the person seeking the position, should the decision be taken to withdraw an offer of employment. A disclosure meeting with either the HR Officer or Community Projects Manager will take place to ensure that an open and measured discussion takes place on the subject of any offence or other matters 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.

Having a criminal record will not necessarily bar a person from working with us. This will depend on the nature of the position and the circumstances and background of the offences.

Each case will be decided on its merit by the paid staff of the DBS/JRG, i.e. the CEO in consultation with the HR Officer and Community Projects Manager, and not the SBT member in that group.

The overriding consideration will be based on an assessment of risk to children and vulnerable groups, and will always favour the welfare of these groups. These notes (see point 4 on notes kept) will be kept confidential and held securely.

If a decision is made to appoint the applicant, a note will be made and placed on file. These notes will be kept confidential, held securely, and destroyed after 6 months.

If there is a decision not to appoint, the reasons for this decision and a copy of the reasons will be placed on the applicant's file.

BARTON HILL SETTLEMENT – RECRUITMENT OF EX-OFFENDERS PROCEDURE

Barton Hill Settlement currently re-checks relevant Staff and volunteers on a six month rolling programme.

A copy of the DBS Code of Practice is available on request.

Storage, handling, usage, retention and disposal of disclosed information

DBS certificates will be returned to the applicant, and Barton Hill Settlement will not hold photocopies of DBS certificates.

Disclosed information will be held by the Registered Body in accordance with the DBS Code of Practice, for a period no longer than six months after which it will be destroyed. Once the retention period has elapsed or disclosed information has been inspected, the information will be destroyed by secure means.

Barton Hill Settlement will *only* keep a record of:

- The date of the DBS check.
- The name of the applicant.
- The level of check requested – i.e. enhanced or standard.
- The type of check – i.e. enhanced without a barred list check, enhanced with an adult barred list check, or enhanced children's barred list check.
- The position applied for.
- Where appropriate, the relevant workforce (child or adult workforce).
- The reference number.
- The recruitment decision (to appoint or not).

These records will be kept securely, in a lockable, non-portable, storage container with access strictly controlled and limited to those who are entitled to see it as part of their duties.