

4.14 Recruitment of Ex-offenders Policy

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust **KCALC** complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed. Please see our DBS Policy.

KCALC 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 dependents, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders, is made available to all applicants subject to a DBS check at the outset of the recruitment process.

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

A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

We ask all candidates for posts at KCALC to disclose if they have unspent convictions on the application form. Applications are kept confidentially in an area on the system which is only accessible by members of EMT. On occasion other members of staff or trustees may be part of the recruitment process and their access to applications and personal information will be limited and controlled by the Coordinator of the recruitment and selection panel who will be a members of EMT.

Unless the nature of the position allows the organisation to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in KCALC who are involved in the recruitment process have are aware of the need to identify and assess the relevance and circumstances of offences. Guidance is available from the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and from Citizens Advice, if required.

At interview, or in a separate discussion, we ensure 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 or to disciplinary action if this concealment becomes obvious after employment – this will be considered gross misconduct.

We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar anyone from working with us. This will depend on the nature of the position and the circumstances and background of the offences. ***KCALC, however, will not take on, in any capacity, an individual who has been convicted of a sexual offence against a vulnerable adult or a child regardless of when the offence took place.***