

Policy on Recruitment of Ex-Offenders

The aim of this policy is to state our approach towards employing people who have criminal convictions. We are committed to equality of opportunity for job applicants and aim to select people for employment on the basis of their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training.

We will therefore consider ex-offenders for employment on their individual merits. Our approach towards employing ex-offenders differs, however, depending on whether the job is or is not exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Jobs covered by the Rehabilitation of Offenders Act 1974

We will not automatically refuse to employ a particular individual just because they have a previous criminal conviction.

If an applicant has a conviction that is not spent and if the nature of the offence is relevant to the job for which they have applied, we will review the individual circumstances of the case and may, at our discretion, decline to select the individual for employment.

Jobs that are exempt from the Rehabilitation of Offenders Act 1974

Jobs involving access to children and young people are exempted from the Rehabilitation of Offenders Act. If the job into which we are seeking to recruit is one of the excluded jobs listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013, we will require the applicant to disclose all convictions, whether spent or unspent (other than where protected cautions and protected convictions do not need to be disclosed, depending on the job concerned). Even in these circumstances, however, we will not refuse to employ a particular individual unless the nature of the conviction has some relevance to the job for which the individual has applied.

In all cases where an offer of employment has been made, we will seek documentary evidence about that person's criminal convictions. We will seek the applicant's agreement to make a joint application to the Disclosure and Barring Service (DBS) for an appropriate level of DBS check, and where relevant a barred lists check. We will pay the fee for obtaining the appropriate criminal records certificate. Where the individual is a member of the DBS update service, we will, with their permission, carry out a status check on any current certificate.

Data protection

We process information about an individual's criminal convictions in accordance with our data protection policy on processing special categories of personal data. In particular, data collected during recruitment is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. Inappropriate access or disclosure of team member data constitutes a data breach and should be reported in accordance with the data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under this disciplinary procedure.

Once an individual is recruited, information about their criminal record gathered in the course of the vetting process will not be transferred to their personnel file.