



Recruitment of Ex-Offenders

It is a requirement of Impact Housing's Recruitment and Selection Policy and the Disclosure and Barring Service's (DBS's) Code of Practice that all Registered Bodies must treat disclosure applicants who have a criminal record fairly and do not discriminate if a conviction or other information is revealed.

- a) As an organisation using the U-Check service to assess applicants' suitability for positions of trust, Impact Housing Association complies fully with 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 Disclosure on the basis of a conviction or other information revealed. Particular posts within the Association require a DBS check as they meet the definition of regulated activity for children and/or adults as specified by the DBS service.
- b) We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- c) We actively promote 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. We select all candidates for interview based on their knowledge, skills, qualifications, experience and approach.
- d) A Disclosure is only requested if the post meet the definitions of a regulated activity as stipulated by the DBS Service. For those positions where a Disclosure is required, all letters and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- e) Where a Disclosure is to form part of the recruitment process, we only take up the Disclosure once a post has been offered – and the post is offered subject to a suitable Disclosure being received. We request that this information is sent under separate cover, to the HR Manager/ HR Officer and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- f) We give guidance to all those in the Association who are involved in the recruitment process on how to identify and assess the relevance and circumstances of offences. We also give appropriate guidance on the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974..
- g) During an interview, or in a separate discussion, we ensure that an open 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, work placement or volunteering opportunity.

- h) We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- i) We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment, work placement or volunteering opportunity.
- j) Having a criminal record will not necessarily bar someone from working with us. This will depend on the nature of the position and the circumstances and background of their offence(s).
- k) In instances where criminal records are disclosed, and these raise questions about the suitability of a candidate for employment in a particular post, a decision will normally be made by the Director of People and Communities. If an applicant, is not happy with the decision taken, the Director's decision will be reviewed and a final decision taken by Impact's Chief Executive.

Name: Pam Stainton
Job title: HR Manager

Date reviewed: August 2017
Next review date: August 2020