

Ex-offenders recruitment policy

Background

Under the Police Act 1997 urbanest is required to follow the Code of Practice for the Disclosure and Barring Service. A link to this code of practice is below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf

In accordance with this DBS code of practice urbanest has adopted a policy on the recruitment of ex-offenders. The wording for this policy has been guided by the DBS sample ex-offenders policy which can be found at:

<https://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders/sample-policy-on-the-recruitment-of-ex-offenders>

Policy on recruitment of ex-offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), urbanest complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

urbanest undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

urbanest can only ask an individual to provide details of convictions and cautions that urbanest are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

urbanest can only ask an individual about convictions and cautions that are not protected.

urbanest is committed to the fair treatment of its staff, and potential staff, regardless of race, sex, gender reassignment, religion or belief, sexual orientation, marriage and civil partnership, pregnancy or maternity, responsibilities for dependants, age, physical/mental disability or offending background.

urbanest actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records.

This written policy on the recruitment of ex-offenders, should be made available on request to all DBS applicants.

urbanest selects all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned and/ or legally required. For those positions where a criminal record check is identified as necessary, all application

forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

At interview, or in a separate discussion, urbanest ensures 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 by the applicant to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or termination of employment, if it comes to light later.

urbanest undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position or with the employee (if employment has begun) before withdrawing a conditional offer of employment or terminating employment.