



Policy on Recruitment of Ex-Offenders

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

ITCA(GBR) makes this policy on the recruitment of ex-offenders available to all DBS applicants at the outset of the recruitment process. Every subject of a criminal record check submitted to the DBS is made aware of the existence of the Code of Practice and a copy is made available on request.

An application for a criminal record check is only submitted to the DBS after a thorough risk assessment has indicated that it is both proportionate and relevant to the position concerned. 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.

ITCA(GBR) aims to ensure that all present and potential participants, members, volunteers and staff are treated fairly and on an equal basis, irrespective of their sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment, social status or offending background.

ITCA(GBR) actively promotes equality of opportunity for all with the right mix of talent, skills and potential, welcomes applications from a wide range of candidates and selects all candidates based on their skills, qualifications and experience. ITCA(GBR) undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

ITCA(GBR) can only ask an individual to provide details of convictions and cautions that ITCA(GBR) is 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), ITCA(GBR) can only ask an individual about convictions and cautions that are not protected and will be disclosed on the DBS certificate.

ITCA(GBR) ensures that all those who are involved in the recruitment process have received appropriate guidance and training on the relevant legislation relating to the employment of ex-offenders, eg. the Rehabilitation of Offenders Act 1974, and are aware that they can seek guidance from the RYA if required.

ITCA(GBR) ensures that an open and measured discussion takes place with the individual seeking the position on the subject of any offences or other matter that might be relevant, including any matter revealed on a DBS certificate, before withdrawing a conditional offer of employment. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

May 2015