



The Recruitment of ex-offenders

Name of Policy	The Recruitment of ex-offenders
Aim of Policy	All employers must treat Disclosure and Barring Service (DBS) check applicants who have a criminal record fairly and should not discriminate because of a conviction or other information revealed
Intended Audience	Council Members, Staff and Volunteers
Approved By	NAT Council
Date Approved	
Review Cycle	Annually
Review Due Date	October 2023
Individual Responsible for Review	Director

Introduction

The code of practice published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed.

The code also obliges registered bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process.

Policy

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), The Norfolk Archaeological Trust complies fully with the code of practice and undertakes to treat all applicants for positions fairly

- The Norfolk Archaeological Trust undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- The Norfolk Archaeological Trust can only ask an individual to provide details of convictions and cautions that The Norfolk Archaeological Trust 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)
- The Norfolk Archaeological Trust can only ask an individual about convictions and cautions that are not protected
- The Norfolk Archaeological Trust 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 dependants, age, physical/mental disability or offending background
- The Norfolk Archaeological Trust has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- The Norfolk Archaeological Trust actively promotes 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
- The Norfolk Archaeological Trust select 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. 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
- The Norfolk Archaeological Trust ensures that all those in The Norfolk Archaeological Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- The Norfolk Archaeological Trust also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- at interview, or in a separate discussion, The Norfolk Archaeological Trust 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 to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- The Norfolk Archaeological Trust makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request
- The Norfolk Archaeological Trust undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.