

Recruitment Of Ex-Offenders Policy

As an organisation using the Disclosure and Barring Service (DBS) to help assess applicants' suitability for positions of trust, **Challenge Wales** undertakes to comply with DBS Code of Practice and to treat all applicants fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

We are committed to our personnel, whether staff, volunteers or end users of our services, and ensure all are treated fairly and on an equal basis, irrespective of their gender, age, disability, ethnic origin, colour, creed, social status, sexual orientation or offending background. This written policy on the recruitment of ex-offenders, is made available to all Disclosure applicants at the outset of the recruitment process. 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 a criminal record.

We select all candidates for interview based on their skills, qualifications and experience. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record (if they have one), at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within our organisation and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows us to ask questions about your entire criminal record, we will only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in **Challenge Wales** who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure 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 meeting, we ensure that an open and measured discussion will take 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 involvement or employment with **Challenge Wales**.

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.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily be a bar to working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Vicky Williams

Signed;

Vicky Williams
Trustee
17.2.2023

H Phillips

Helen Phillips
Chair of Board of Trustees
17.2.2023



Challenge Wales is a company limited by guarantee Reg. No. 05342397.

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