

Policy Statement on the Recruitment of Ex-offenders

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1. 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 Bridge Collective complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly.
2. The Bridge Collective undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. The Bridge Collective can only ask an individual to provide details of convictions and cautions that the Bridge Collective 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).
4. The Bridge Collective can only ask an individual about convictions and cautions that are not protected.
5. The Bridge Collective is committed to the fair treatment of its existing and potential, employees, directors, volunteers, key-holders, members, attendees and visitors; and contractors, trainers, facilitators, and consultants contracted to work for the Bridge regardless of race, religion, creed, national and ethnic origin, political beliefs, gender, sexual orientation, age, mental distress, disability, HIV status, marital status, responsibility for dependants, ex-offending, appearance, literacy, geographical area, social class and income level.
6. The Bridge Collective has a written policy (this policy) on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
7. The Bridge Collective 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.
8. The Bridge Collective select all candidates for interview based on their skills, qualifications and experience.
9. 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.

10. Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the Bridge Collective (the named Safeguarding officer) and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
11. The Bridge Collective ensures that all those in the Bridge Collective who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
12. The Bridge Collective 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
13. At interview, or in a separate discussion, the Bridge Collective 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
14. The Bridge Collective makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS code of practice and makes a copy available on request.
15. The Bridge Collective undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

References:

- **DBS code of practice** (2015 version): www.gov.uk/government/publications/dbs-code-of-practice
- This document adapted from Sample policy statement on the recruitment of ex-offenders (2014 version) www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders/sample-policy-on-the-recruitment-of-ex-offenders
- New guidance (2020 version): www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974
- DBS check detailed guidance (2013 version): www.gov.uk/government/collections/dbs-checking-service-guidance--2