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# Ex-Offenders Recruitment Policy



August 2022

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# Ex- Offenders Recruitment Policy

Board of Directors

August 2022

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This document should be read with reference to LYM Ltd's other Policies.

## **Background**

As an organisation using the "Disclosure and Barring Service" (DBS) checks to consider the suitability of candidates to work with children and in other positions of trust, Lincolnshire Youth Mission (LYM) complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

***This policy applies equally to paid and voluntary (unpaid) workers.***

***As a Youth – centred organisation the protection and safety of all the young people who come within our remit is central to all that we do and is the basis of our Safeguarding Policy – all other policies and decisions made by LYM Ltd Staff and their appointed volunteers hold this concern at its very centre.***

## **Equality of treatment**

We are committed to the fair treatment of our staff, potential staff, volunteers or users of our services, regardless of race, gender, religion, responsibilities for dependants, age, physical/mental disability or offending background. We actively promote equality of opportunity for all; with the right mix of talents, skills and potential, and we welcome applications from a wide range of candidates for interview based on their skills, qualifications and experience.

We have written a policy on the recruitment of those with a criminal record, which is made available to all Disclosure applicants at the outset of the recruitment process.

## **Using DBS checks**

A disclosure is only requested after a risk assessment has indicated that one is both proportionate and relevant to the position concerned. Those seeking appointment as paid or voluntary (unpaid) workers with children at LYM will always be required to obtain an enhanced DBS certificate. Applicants for other voluntary or paid posts may also be required to obtain an Enhanced or Standard DBS Disclosure. For those positions where a Disclosure is required, all job/voluntary post advertisements and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Unless the nature of the position allows LYM to ask questions about the candidate's entire criminal record we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974. Work with children under the age of 18 are exempt posts within the meaning of that legislation, and applicants will be required to disclose all convictions, even those that would normally be considered as 'spent'.

Prospective workers with LYM will be required to obtain a disclosure, normally through their own church authorities. Where this is not possible or not applicable, the relevant officers and staff at LYM responsible for recruitment will assist the prospective worker in obtaining the appropriate DBS disclosure. All recruitment decisions involving the disclosure process will be made sensitively and fairly. In the event of a problem / query / complaint, these will in the first instance be dealt with by the board of LYM, but may also be referred to the ISA or other competent bodies advice.

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We ensure that all those in LYM 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 discussion, we ensure 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 or voluntary service.

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 or voluntary service.

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