

HOMELESS ACTION RESOURCE PROJECT LIMITED**RECRUITMENT OF EX-OFFENDERS POLICY****Policy Statement**

It is a requirement that all registered bodies must treat Disclosure and Barring Service (DBS) applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed.

It 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.

1. As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, HARP complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
2. HARP is committed to the fair treatment of its staff, volunteers, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. This policy, on the recruitment of ex-offenders, is made available to all DBS applicants at the outset of the recruitment process.
4. HARP 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. We select all candidates for interview based on their skills, qualifications and experience.
5. A DBS check 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 DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
6. All HARP posts involve access to vulnerable people (our clients) and therefore HARP will ask questions about all **spent and unspent** convictions as defined in the Rehabilitation of Offenders Act 1974.
7. HARP ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. HARP 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.
8. 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.
9. HARP undertakes to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.