

The Bee Sanctuary Movement

Charity No: 1187263



POLICY ON RECRUITING EX-OFFENDERS

1. Introduction

The code of practice

(<https://www.gov.uk/government/publications/dbs-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.

To help you meet this requirement the DBS has produced the following sample policy statement which can be used or adapted for this purpose.

This policy statement can also be included within your organisation's equal opportunities policy.

2. Further information about conviction information

On the 29 May 2013, legislation came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

In addition, employers will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions

All cautions and convictions for specified serious violent and sexual offence's, and other specified offence's of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded

Applicants can seek more information on the guidance and criteria which explains the filtering of old and minor cautions and convictions.

(<https://www.gov.uk/government/collections/dbs-filtering-guidance>) which are now 'protected' so not subject to disclosure to employers

Policy

Applicants' will be assessed for their 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 Bee Sanctuary Movement complies fully with the code of practice a criminal record check on the basis of a conviction or other information revealed

The Bee Sanctuary Movement can only ask an individual to provide details of convictions and cautions that The Bee Sanctuary Movement 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 Bee Sanctuary Movement can only ask an individual about convictions and cautions that are not protected.

The Bee Sanctuary Movement 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 Bee Sanctuary Movement has this policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process

The Bee Sanctuary Movement 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 Bee Sanctuary Movement 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 Bee Sanctuary Movement ensures that all those in The Bee Sanctuary Movement who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offence's

The Bee Sanctuary Movement 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 Bee Sanctuary Movement ensures that an open and measured discussion takes place on the subject of any offence's 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 Bee Sanctuary Movement makes every subject of a criminal record check submitted to zDBS aware of the existence of the code of practice.

May 2023