

ExtraTime

# Recruitment of Ex- Offenders Policy

Extratime 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 charity 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. Candidates are selected for interview based on their skills, qualifications and experience.

As an organisation using the DBS (Disclosure and Barring Service) service to assess applicants' suitability for positions of trust, extratime 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 a conviction or other information revealed.

All posts within extratime both paid and voluntary require a DBS Enhanced Check. 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.

extratime encourages all applicants to self disclose details of their criminal record on the application form. The charity requests that completed application forms are sent to the recruiting manager, marked confidential. The charity guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

As extratime provides services for children, young people and vulnerable adults the charity reserves the right to ask questions about an applicant's entire criminal record, including those that are 'spent'. Extratime is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002 for positions involving regular contact with children, young people or a vulnerable client group. This applies to both paid or voluntary posts within the charity.

The charity ensures that all those in extratime who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. They have also received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act.

At interview, or in a separate discussion, 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 employment or dismissal if employment has commenced.

Extratime makes every subject of a DBS check aware of the existence of the DBS Code of Practice and makes a copy available on request.

Extratime undertakes 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 bar you from working with extratime. This will depend on the nature of the position and the circumstances and the background of your offence/s.

**Document version and review control**

Date Written/reviewed	Written by:	Approved by Executive Committee:
October 2009	Becky Jenner	February 2010
November 2011	Becky Jenner	January 2012
Reviewed Sep 15	Sam Price	
Document to be reviewed in Sep 2019		