

Recruitment & Employment of Ex-Offenders Policy

Having a criminal record will not necessarily bar someone from working for the Recovery Tree Charity (hereafter the Charity) – much will depend on the type of job you have applied for and the background and circumstances of any offence(s).

We therefore undertake to treat all applicants for positions at the Charity fairly and not to discriminate unfairly against volunteers or paid staff who voluntarily reveal that they have a criminal conviction. Equally, we will not discriminate unfairly against volunteers or paid staff where a Disclosure and Barring Service check reveals a criminal conviction or other information about offences. Such checks may be repeated at suitable intervals. The information declared or disclosed by the DBS or an individual will be treated in compliance with data protection regulations.

We are committed to equality of opportunity for all job applicants and aim to select people for employment based on their skills, abilities, experience, knowledge and, where needed, qualifications and training. Therefore, we will consider job applicants who have a criminal record on their individual merits. However, our approach depends on the job, and whether it is covered by, or exempt from, the Rehabilitation of Offenders Act 1974 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

We encourage all applicants called for an interview to provide details of their criminal record at an early stage in the application process and it will only be seen by those who need to see it as part of the recruitment process.

Should a criminal record be revealed, a decision whether or not to maintain employment must have regard to the nature of the crime, when it was committed, the client group involved and the reputation of the service. Anyone who applies to work with us as a volunteer, or in a paid position, will be asked to disclose details of unspent convictions during the recruitment process; candidates must not withhold information about unspent convictions.

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 matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position could lead to a withdrawal of an offer of employment or volunteering opportunity.

We undertake to discuss any matter revealed in a Disclosure, or which is revealed by the individual, with the person seeking the position before withdrawing a conditional offer of employment or volunteering opportunity.

For any position whose duties involve regular contact with children or vulnerable adults it is the policy of the Charity not to employ anyone (including volunteers) who has a conviction or formal police caution for an offence against children, young people or vulnerable adults (as specified in the Charity's Safeguarding Policy). For such staff or volunteers a check will be undertaken with the Disclosure and Barring Service, in accordance with the Charity's Safeguarding and DBS Policies.

Policy ratified on

Signed

Date

Chair