



Recruitment of Ex-Offenders Policy

It is a requirement of the Disclosure Barring Service's (DBS) Code of Practice that all Registered Bodies must treat Disclosure 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 Disclosure applicants at the outset of the recruitment process.

- As an organisation using the DBS disclosure service to assess applicants' suitability for positions of trust, Evergreen Care UK (ECUK) 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.
- ECUK is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, gender reassignment, marital status (including civil partnerships), pregnancy and maternity, ethnic origin, colour, nationality, national origin, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background. This list is not exclusive.
- This is the ECUK written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- The organisation 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. ECUK selects all candidates for interview based on their skills, qualifications and experience.
- A Disclosure 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 Disclosure is required, 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.
- Where a Disclosure is to form part of the recruitment process, ECUK encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. It is requested that this information is sent under separate, confidential cover, to the Office Manager within ECUK and the organisation guarantees that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows ECUK to ask questions about an applicant's entire criminal record, the organisation only asks about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- The organisation ensures that all those in ECUK who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences in relation to the role applied for. ECUK 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, ECUK ensures 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.

- The organisation makes every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request. This document can be made available in a number of other language and formats, please contact the DBS on 0870 909 0811. <https://www.gov.uk/government/publications/dbs-code-of-practice>
- ECB 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 us. This will depend on the nature of the position and the circumstances and background of your offences.

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