

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess applicants' suitability for positions of trust, the Borough Council 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 criminal record check on the basis of conviction or other information revealed.

- The Borough Council can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate at either standard or enhanced level can be legally requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended and where appropriate Policy Act Regulations as amended), the Borough Council can only ask an individual about convictions and cautions that are not protected.
- The Borough Council is committed to the fair treatment to 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.
- This written policy on the recruitment of ex-offenders is made available to all persons applying for a position which requires a DBS check at the outset of the recruitment process.
- The Borough Council actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes 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.
- A DBS check is only requested after a through 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 job adverts and job details will contain a statement that a Disclosure check will be request in the event of the individual being offered the position.
- We ensure that all managers within the Borough Council who are involved in the recruitment process have been suitably trained to identify and assess the relevant and circumstances of offences. We also ensure 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, we ensure that an open and measured discussion 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 the withdrawal of an offer of employment.
- We made every subject of a criminal record check submitted to the DBS aware of the existence of the Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment

Having a criminal record will not necessarily bar you from working for the Borough Council. This will depend on the nature of the position and the circumstances and background of your offences.

Agreed by Cabinet March 2008

Updated December 2012 to reflect change to DBS service

Updated version confirmed as still current September 2015