



MOORLAND ROAD COMMUNITY LIBRARY

Policy on Recruiting ex-Offenders

Background

Moorland Road Community Library (the Organisation) 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 Organisation complies fully with current legislation regarding the fair treatment of ex-offenders in our recruitment of volunteers. When assessing applicants' suitability for volunteer positions, the Organisation will request criminal records checks known as DBS checks where required.

The Legislation

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 determines what information can be taken into account when recruiting ex-offenders to volunteer roles. Some spent convictions may be disclosed to the Organisation when a DBS check is requested.

The Organisation complies fully with "The Revised Code of Practice for Disclosure and Barring Service Registered Persons, November 2015" and undertakes to treat all applicants for positions fairly.

- The Organisation undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. The Organisation can only ask an individual to provide details of convictions and cautions that MRCL are legally entitled to know about.
- The Organisation can ask an individual only about convictions and cautions that are not protected.

Our Commitment

The Organisation commits to providing a copy of this policy to all DBS applicants at the start of the recruitment process.

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 Organisation ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences and 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 Organisation will ensure 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 the termination of the Volunteer Agreement.

The Organisation makes every subject of a criminal record check submitted to DBS aware of the existence of The Revised Code of Practice for Disclosure and Barring Service Registered Persons, November 2015” <https://www.gov.uk/government/publications/dbs-code-of-practice> and makes a copy available on request.

This policy has been approved by the Trustees of Moorland Road Community Library.

Date: 1 September 2021

Review Date: 1 September 2024