

The Recruitment of Staff, Volunteers & Trustees with a Criminal Record Policy

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Women's Community Matters 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 DBS check on the basis of a conviction or other information revealed.

Women's Community Matters 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.

We have a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.

We actively promote 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. We select all candidates for interview based on their skills, qualifications and experience.

A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions, both paid and voluntary, where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position as a volunteer, trustee or paid member of staff.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Women's Community Matters and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Due to the nature of all positions at Women's Community Matters we may require your entire criminal record as well as any 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Women's Community Matters who are involved in the recruitment process have been suitably trained to identify and assess the relevance 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 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 or a position as a trustee or as a volunteer.

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

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment, trusteeship or volunteering role.

Having a criminal record will not automatically bar you from working with us and there are and will be projects we deliver which will benefit from the involvement of women who have experienced the criminal justice system.

The nature of the position, the nature and background to the offence/s, and your current circumstances will all inform the decision as to whether there is a reason you could not be involved with Women's Community Matters as a member of paid staff, in a volunteer role, or as a trustee. The Senior Officer will make this decision on a case by case basis and will seek advice and guidance as and when appropriate.

| | |
|----------------------|------------------|
| Amended: | October 2017 |
| Approved as follows: | October 2017 |
| Name: | Rebecca Rawlings |
| Position: | Senior Officer |
| Date: | 02.10.17 |
| Signature: | R. Rawlings |
| Review Date: | October 2019 |