



## RECRUITMENT OF EX-OFFENDERS POLICY AND PROCEDURE

### Policy statement

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As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Crosspoint (Westbury) 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.

Crosspoint (Westbury) 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 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 potential volunteers for interview based on their skills, qualifications, experience and motivation.

Unless the nature of the position allows Crosspoint (Westbury) to ask questions about an individual's entire criminal record, except for certain spent convictions and cautions which are 'protected' so not subject to disclosure to employers and that cannot be taken into account, Crosspoint (Westbury) will only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

The Directors of Crosspoint (Westbury) who are involved in the recruitment process will familiarise themselves of the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

### Procedure

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For any positions within Crosspoint (Westbury) that require a DBS assessment (i.e. Directors and others contracted to provide counselling services funded by the organisation), this policy and procedure will be made available to all DBS applicants at the outset of the recruitment process.

For any person applying to become a volunteer for Crosspoint (Westbury) it will be made clear that a DBS check may be requested in the event of the individual being appointed as a Director.

Where a DBS check is to form part of the recruitment process, all applicants called for interview will be asked to provide details of their criminal record, except for certain spent convictions and cautions

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which are 'protected' so not subject to disclosure to employers and that cannot be taken into account. Information not subject to this filtering is sent under separate, confidential cover, to the chairperson of Crosspoint (Westbury) and will only be seen by those who need to see it as part of the recruitment process.

If there are any offences or other matter that might be relevant to the position which are disclosed in a DBS check, an open discussion will take place with the applicant. This may result in Crosspoint (Westbury) declining to offer volunteering opportunities to the individual.

Failure to reveal information that is directly relevant to the volunteer role may lead to the individual being unable to volunteer their services with Crosspoint (Westbury) employment.

A written record of any discussions which have taken place with the individual regarding these matters will be kept at Crosspoint (Westbury) in accordance with the organisation's Data Protection policy and procedure.

Overall responsibility for this policy and procedure and its implementation rests with the Chairman.