

## **Recruitment of ex-offenders policy**

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Camphill Shared Lives Community complies fully with the code of practice (<https://www.gov.uk/government/publications/dbs-code-of-practice>) and undertakes to treat all applicants for positions fairly

Camphill Shared Lives Community undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed

Camphill Shared Lives Community can only ask an individual to provide details of convictions and cautions that Camphill Shared Lives Community are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)

Camphill Shared Lives Community can only ask an individual about convictions and cautions that are not protected

Camphill Shared Lives Community 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

Camphill Shared Lives Community has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process

Camphill Shared Lives Community 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

Camphill Shared Lives Community select all candidates for interview based on their skills, qualifications and experience 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

Camphill Shared Lives Community ensures that all those in Camphill Shared Lives Community who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences  
Camphill Shared Lives Community 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, Camphill Shared Lives Community 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

Camphill Shared Lives Community makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice (<https://www.gov.uk/government/publications/dbs-code-of-practice>) and makes a copy available on request

Camphill Shared Lives Community undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.