



Enhancing children's
quality of life
through mentoring

Recruitment of Ex-offenders

1. Policy Guidelines

1.1 The Islands Policy works in accordance with the Rehabilitation of Offenders Act 1974 and the DBS Code of Practice.

1.2 We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process, as we would any health or well-being needs in order to ensure we can support effectively and keep all parties safe. We request that this information is sent under separate, confidential, cover to a designated person within The Island and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

1.3 As an organisation we may ask you to disclose your caution or conviction even if it is spent. Certain offences set out in the Rehabilitation of Offenders Act (Exceptions) Order 1975 (the "Exceptions Order") which lists exceptions to the 1974 Act on the grounds that there are certain activities for which fuller disclosure of a person's criminal record history is necessary and relevant. Inclusions in the Exceptions Order are made following careful consideration of the risks associated with a particular job or activity. The Island has eligibility to explore this issue with individual candidates due to nature of the work it offers. For example if there exists a particular opportunity for employees or people involved within that activity to cause harm to the public, for example through the abuse of trust, or if there is a real risk to children, other people in vulnerable circumstances or some other particularly sensitive area of work, we may need to explore this further. Where an exception to 1974 Act exists and you are asked to disclose your cautions and convictions then you must list all cautions and convictions, even if they are spent.

2. Disclosure and Barring Services

2.1 The Island uses the DDC Due Diligence Checking to assess all applicants' suitability for positions of trust, and complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. An Enhanced Disclosure with a barred checklist will be completed prior to any unsupervised volunteer or staff member undertaking a role within the organisation. It undertakes not to discriminate against any subject of a disclosure on the basis of conviction or other information revealed. If you are aware you are registered on a barred list please consider the following:

- An employer or volunteer manager is breaking the law if they knowingly employ someone in a regulated activity with a group from which they are barred from working.
- A barred person is breaking the law if they seek, offer or engage in regulated activity with a group from which they are barred from working.

2.2 With regards the nature of work The Island offers a enhanced disclosure certificate must include the following:

- All cautions given for a specified list of offences
- Cautions given less than 6 years ago (where the person was 18 or over at the time of caution)
- Cautions given less than 2 years ago (where the person was under 18 at the time of caution)
- All convictions for a specified list of offences
- All convictions that result in a custodial sentence
- Convictions incurred less than 11 years ago (where the person was 18 or over at the time of conviction)
- Convictions incurred less than 5½ years ago (where the person was under 18 at the time of conviction)

2.3 When evidence is disclosed from the DBS, the administrator of staff will discuss this with The Island coordinator and chair of trustees. If they consider the applicant may still be appropriate, a support plan will be put in place as applicable and when deemed appropriate.

2.4 All application forms, job adverts including volunteer roles and recruitment briefs will contain a statement that disclosure will be requested in the event of the individual being offered the position.

3. Further Information

3.1 The Island is committed to the fair treatment of its staff/volunteers, potential staff/volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

3.2 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.

3.3 We ensure that all those in The Island who manage 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.

3.4 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, placement provision or volunteering opportunity.

3.5 We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.

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