

THE WESC Foundation Ex- Offender Policy

1. Introduction

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

2. Scope

This policy applies to all applicants, volunteers and staff. Recruiting managers should be aware of the content of this policy and the need to treat applicants fairly. Applicants should be aware of this policy and the need to disclose appropriate information as part of the recruitment process.

3. Policy Objectives

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

4. Responsibility for Implementation

The Director of HR has overall responsibility for this policy.

5. Methodology

This policy has been created with reference to guidance from the Disclosure and Barring Service.

- a). We actively promote equality of opportunity, and welcome applications from a wide range of candidates, including those with criminal records.
- b) A DBS check is only requested where it is proportionate and relevant to the position concerned. Where a DBS check is required this will be stated from the outset in all recruitment literature.
- c) Where a DBS check is required, we encourage all applicants to provide details of their criminal record. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- d) We ensure that all those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- e) 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.
- f) Failure to reveal information that is directly relevant to the position could lead to withdrawal of an offer of employment/volunteering opportunity.
- g) We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment/volunteer role.

7. Access to Ex -offender Policy

- a) This procedure is available to all staff, learners, volunteers, parents/carers and other appropriate stakeholders. This procedure is available electronically through the Global Public W Drive under the folder WESC Foundation Policies and Procedures and also through the staff handbook. Hard copies can be found in Reception

- b) The Global Public **W** Drive will contain the definitive and latest versions of the WESC policies and procedures. Whilst all stakeholders are encouraged to read and comment on the policies only the relevant Policy Committee has the authority to change the content.
- c) The policy is also available to applicants on the recruitment pages of the WESC Website.

9. Further Information

- a) Further information can be obtained from the Director of HR.
- b) Information is also available via the Disclosure and Barring Service at www.homeoffice.gov.uk/dbs

10. Mechanisms for Feedback

Comments on the continued improvement of the Human Resources Procedures are welcomed from all staff, learners and stakeholders and should be forwarded to the Director of HR.

Failure to comply with this policy may lead to disciplinary action.

Equality and Diversity

As part of our drive to raise standards and demonstrate our commitment to equality and diversity, this policy has been screened to ensure that it complies with equality legislation and has been checked to ensure that it does not discriminate against any learner, staff or stakeholder.

Produced by:	Director of HR
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