**YORK CARERS CENTRE**

## Policy statement on the recruitment of ex-offenders

## (ROA Statement)

As an organisation using the Disclosure & Barring Service (DBS) Disclosure Service to assess applicants’ suitability for positions of trust, York Carers Centre complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

York Carers Centre 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.

This recruitment of ex-offenders policy is made available to all disclosure applicants at the outset of the recruitment process. In addition applicants are requested to complete a Rehabilitation of Offenders Act declaration as part of this 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 disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a disclosure will be requested in the event of the individual being offered the position.

Where a disclosure 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 York Carers Centre and we guarantee that this information is only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows York Carers Centre to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in York Carers Centre 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.

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

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.

This policy was adopted by the Board of Trustees of York Carers Centre on: 25th February 2009.

# Recruitment of ex-offenders Statement

Please read carefully the enclosed information sheet **‘Rehabilitation of Offenders Act (1974)’.** The Job description for the post will state if you are required to declare any spent convictions, cautions, reprimands and final warnings as well as unspent convictions.

Complete the statement below giving details of any unspent convictions or any criminal procedures pending against you and/or any spent convictions, cautions, reprimands and final warnings for posts which are exempted from the Rehabilitation of Offenders Act.

**If you have nothing to declare then please sign the statement confirming this.**

**When you have completed the statement please return with your application form and equal opportunity monitoring form.**

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| **Have you any spent convictions, cautions, reprimands and final warnings?**  **Yes/No** If yes, please give details below. (continue on a separate sheet if neseccary) |
| **Have you any unspent convictions, cautions, reprimands and final warnings?**  **Yes / No** If yes, please give details below (continue on a separate sheet if neseccary) |
| **The information on this form is true and correct to the best of my knowledge and belief:**  **Signed: Date:** |

Declaring a criminal record or other information will not necessary bar you from appointment. In making a decision, the nature of offence will be considered, how long ago and what age you were when it was committed, and any other factors which may be relevant.

**Any information given will be completely confidential and will be considered only in relation to an application. None of your personal details will be shared with anyone outside of our organisation.**