



## **Recruitment of Ex-offenders Policy**

A criminal record will not necessarily be a bar to obtaining a position in TCV. Only related convictions will be considered in the selection process.

If a position requires a DBS disclosure, the successful applicant will be requested to complete a Disclosure Application Form.

### **Principles**

- Every job application pack sent out by TCV will contain the above policy statement, indicating our willingness to consider ex-offenders for employment or volunteering.
- To ensure that TCV can recruit from the widest pool of applicants, disclosures are regarded as just one tool within the overall recruitment process. We will not use a disclosure as a blanket requirement in all circumstances.
- We will seek a disclosure from an existing or potential employee or volunteer where the role held or sought involves a degree of risk. In TCV this is particularly relevant where children and other vulnerable groups are concerned.
- We operate to the standards set out in the DBS Code of Practice.
- We will inform potential employees or volunteers at the outset if criminal record information is required, enabling them to decide whether to apply.
- We will only use disclosure information where it is relevant. Applicants will be considered on merit and ability, and not discriminated against unfairly.
- We will ensure that all disclosure information we receive is stored securely and is only available on a need to know basis, in line with TCV's *Data Protection Policy*.

### **Responsibilities**

The Chief Executive and the Board of Trustees are responsible for approving the content of this policy.

The Head of People Services is responsible for the implementation of this policy and its associated procedures.

All leaders are responsible for implementing this policy and its associated procedures within their teams.

## References

- Data Protection Policy
- HR-P1 – Recruitment and Selection
- DBS Code of Practice at [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

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