

Recruitment of Ex-offenders Policy



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| Version: | 7 |
| Date: | June 2021 |
| Policy Band | B |
| Owner: | Head of People Services |
| Approved by: | Policy Review Committee |
| Review Date: | June 2024 |

1.0 Policy Statement

TCV places the highest priority on safeguarding.

A criminal record will not necessarily be a bar to obtaining a position in The Conservation Volunteers (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.

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 Disclosure and Barring Service (DBS) Code of Practice and those of Protecting Vulnerable Groups (PVG) Disclosure Scotland and Access NI in Northern Ireland.
- We will inform potential employees or volunteers at the outset if criminal record information is required, enabling them to decide whether or not 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 Information Security and Data Protection Policy in compliance with GDPR regulations.

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.

2.0 Definitions

None.

3.0 Other Essential Information

www.disclosure.gov.uk

4.0 Related Documents

- Information Security Policy
- Data Protection Policy
- HR-P01 – Recruitment and Selection
- DBS Code of Practice at www.disclosure.gov.uk

5.0 Relevant Legislation

- The Rehabilitation of Offenders Act 1974
- The Equality Act 2010
- The Safeguarding vulnerable groups act 2006

6.0 Approval

This policy has been approved by the Policy Review Committee on behalf of the Chief Executive Officer (CEO) and the Leadership Team.

Date:....15th June 2021