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|  **Recruitment and Selection of ex-Offenders Policy** |

**Scope -** This policy applies to all potential and current staff and volunteers working for Rennie Grove Peace (RGP). Staff includes but is not limited to all employees, bank and agency staff. The inclusion of volunteers in this policy is not intended to imply or create an employment relationship with RGP.

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| **Purpose -** RGP is committed to the fair treatment of its staff and potential staff regardless of race, gender, religious belief, sexual orientation, gender reassignment, responsibilities for dependants, age, physical or mental disability, marriage or civil partnership or offending background.As an organisation using the Disclosure and Barring Service as part of its assessment of a candidate’s suitability for employment, RGP complies fully with the Disclosure and Barring Services Code of Practice and undertakes not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed in a Disclosure.Candidates will be assessed on their skills, experience and qualification for the job role and criminal convictions will not be relied on as immediate grounds for refusal of employment. Candidates will be required to disclose “unspent” convictions during the application and/or interview process. If the nature of the offence is relevant to the role they are applying for, the suitability of the candidate will be considered. In these circumstances, RGP reserves the right to refuse to offer employment to the candidate. |

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| Content:**Recruitment process**RGP actively promotes 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. Candidates are selected 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. Applicants will be made aware of any positions where a criminal record check is required. For those positions where a criminal record check is identified as necessary all job descriptions and volunteer role profiles will contain a statement that an application for a DBS certificate will be made when an individual is offered the position.In order to assess whether a criminal record is relevant to the role, the convictions disclosed should be assessed in line with the duties of the role and how the work is carried out. Factors to take into account include, but are not limited to:* Whether the offence is relevant to the position in question
* The seriousness of any offence
* The type of offence or offences the applicant committed
* The circumstances and the explanation offered by the applicant
* The length of time that has passed since the offence took place
* Whether the applicant’s circumstances have changed since the offending took place

Where a criminal record check is part of the recruitment process, candidates applying for a job are requested to provide information via their application regarding any convictions they have at an early stage. Information received will be kept confidential and only disclosed to those who require the information as part of the recruitment process.Unless the nature of the position allows RGP to ask questions about an applicant’s entire criminal record, the applicant will only be asked about “unspent” convictions as defined by the Rehabilitation of Offenders Act 1974.Any disclosure of an offence will lead to a full discussion with the candidate regarding the relevance of the conviction to the job role allowing us to fully risk assess any impact the offence may have before a decision is made about withdrawal of an offer of employment. A failure by the candidate to produce information about convictions relevant to the role could lead to RGP withdrawing the offer of employment. Before withdrawing the offer, the Human Resources department should be consulted.Where is post is subject to Enhanced Disclosure, other relevant non-conviction information, such as police enquiries and pending prosecutions should also be declared.Retail & Trading work in partnership with probation service to place people via Community Payback. Further information is available from Retail & Trading. **Criminal records check**RGP will request a criminal record check where this is proportionate and relevant to the position concerned, as identified by a thorough risk assessment. Checks will be carried out in accordance with the relevant regulations (for example for occupations or activities covered by the ROA 1974 (Exceptions) Order 1975 and the Police Act 1997 (Criminal Records) Regulations.RGP will not unlawfully discriminate against any candidate where they are required to provide information about their criminal convictions. RGP will provide appropriate guidance and training to all individuals that are involved in recruiting ex-offenders. This will include specific training in relation to the Rehabilitation of Offenders Act 1974.The Disclosure and Barring Service codes of practice will be complied with during this process.**Data protection**The provisions of the Data Protection Act will be fully complied with when carrying out this process.**Associated documents**Recruitment and Selection – DBS policy and SOP 497 & 499 Equality Diversity and Inclusion Policy & Sop 585 586Recruitment and selection policy and SOP 496 4981. **Equality Impact Assessment**
	1. The Hospice aims to design and implement services, policies, procedures, and measures that meet the diverse needs of their service, population, and workforce, ensuring that none are placed at a disadvantage over others. The Equality Assessment tool is designed to help staff consider the needs and assess the impact of the policy in this light.
	2. Appropriate adjustments will be made to accommodate individual communications needs.

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|  |   | Yes/No | Comments |
| 1. | Does the policy/procedure/guidance affect one group less or more favourably than another based on:  |  |   |
|  |  Race  | No |   |
|  |  Ethnic origins (including gypsies and travellers)  | No |   |
|  |  Nationality  | No |   |
|  |  Gender  | No |   |
|  |  Culture  | No |   |
|  |  Religion or belief  | No |   |
|  |  Sexual orientation including lesbian, gay and bisexual people  | No |   |
|  |  Age  | No |   |
|  |  Disability - learning disabilities, physical disability, sensory impairment, and mental health problems  | No |   |
|  |  Marriage & Civil partnership  | No |   |
|  |  Pregnancy & maternity  | No |   |
| 2. | **Is there any evidence that some groups are affected differently?** | No |   |
| 3. | **If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?** | No |   |
| 4. | **Is the impact of the policy/procedure/guidance likely to be negative?** | No |   |
|  | If so, can the impact be avoided?  | N/A |   |
| 5. | **What alternatives are there to achieving the policy/procedure/guidance without the impact?** | N/A |   |
| 6. | **Can we reduce the impact by taking different action?** | N/A |   |

If you have identified a potential discriminatory impact of this procedural document, please refer it to the Department Director together with any suggestions as to the action required to avoid/reduce this impact. For advice in respect of answering the above questions, please contact the HR Team.  |

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| **Change Control** |
| **Version** | **Date of Change** | **Author** | **Brief Description of updates** |
| 1.0 | 05 January 2024 | Ingrid Campbell |  |