

## **RECRUITMENT OF EX-OFFENDERS POLICY**

1. As an organisation assessing applicants' suitability for positions, which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, using criminal record checks processed through the Disclosure & Barring Service (DBS), Godalming Town Council complies fully with the Home Office Revised Code of Practice for Disclosure and Barring Service Registered Persons November 2015 pursuant to section 122 (2) of the Police Act 1997 (available at [www.gov.uk/government/publications/dbs-code-of-practice](http://www.gov.uk/government/publications/dbs-code-of-practice) and undertakes to treat all applicants for positions fairly.
2. Godalming Town Council undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. Godalming Town Council can only ask an individual to provide details of convictions and cautions that Godalming Town Council is legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
4. Godalming Town Council can only ask an individual about convictions and cautions that are not protected.
5. Godalming Town Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race (which includes colour, nationality and ethnic or national origins), gender identity, religion or belief, sexual orientation, responsibilities for dependents, age, physical/mental disability, physical characteristics or offending background.
6. This policy will be made available to all DBS applicants at the start of the recruitment process.
7. Godalming Town Council actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records.
8. Godalming Town Council selects all candidates for interview based on their skills, qualifications and experience.
9. An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
10. Godalming Town Council will ensure that appropriate professional support is provided for the recruitment process to identify and assess the relevance and circumstances of offences.
11. Godalming Town Council also ensures 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.

12. At interview, or in a separate discussion, Godalming Town Council ensures that an open and measured conversation 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.
13. Godalming Town Council makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS Code of Practice and makes a copy available on request.
14. Godalming Town Council undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.