



## Recruitment of ex-offenders policy

Unique reference number: PP-HR-P-020

**Document Owner:** Recruitment Manager, Resourcing Business Partner & Volunteer Recruitment Manager.

**Version:** 1.2

### Purpose of Policy

The aim of this policy is to state Guide Dogs approach towards employing or offering volunteering opportunities to people who have criminal convictions.

The organisation is committed to equality of opportunity for all job applicants and aims to select people for employment or volunteering opportunities on the basis of their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training.

The organisation will therefore consider ex-offenders for employment or volunteering opportunities on their individual merits. The organisation's approach towards employing or offering volunteering opportunities to ex-offenders differs, however, depending on whether the role is or is not exempt from the provisions of the Rehabilitation of Offenders Act 1974.

We use criminal record checks through Disclosure and Barring Service (DBS), Access NI or Disclosure Scotland (Disclosure Bodies) to assess applicants suitability for roles which are included in the Rehabilitation of Offenders Act 1974 (Exceptions).

### Policy Statements

We are committed to the equality of opportunity for all candidates and providing recruitment which is free from unfair and unlawful discrimination.

Guide Dogs actively promotes equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on those who meet the required standard of skills, qualifications and experience for the role, as detailed in the person specification or volunteer role description.

In line with the Police Act 1997 (Part V), the Rehabilitation of Offenders Act (ROA) 1974 (amendment England and Wales 2020), its updates and The Protection of

Freedoms Act 2012, Guide Dogs carries out Disclosure checks for potential employees and volunteers via the Disclosure and Baring Service (DBS)(for England and Wales) and Access NI (for Northern Ireland and Ireland). In Scotland such checks are undertaken via Disclosure Scotland (Volunteer Scotland for volunteer roles) in relation to the ROA 1974 (Exclusions and Exceptions (Scotland)) Order 2003, and its updates.

Guide Dogs will only ask about convictions which are defined as “not protected” for the purposes of obtaining a Basic, Standard or Enhanced disclosure. Where a candidate declares a conviction which they were not required to declare (i.e. protected), Guide Dogs will not use this as part of any selection decision.

### **Documentation**

(Please identify any documentation that must be completed to support the Policy statements):

### **Permissible exceptions**

(Please document any exceptions and who authorises those exceptions.)

### **Related Policies or Processes:**

Recruitment procedure and policy

Disclosure procedure and policy

Equal opportunities statement

Data protection procedure and policy

Safeguarding procedures and policies

Certificate of good conduct guidance

### **Governance Review & Approval Table\*\*:**

The table below contains two rows and five columns.

	H&S	Protection of Children & Adults	Insurance	Legal
Date Reviewed				

## Version control table:

Any update to this document must be signed off by a HR Manager, the Head of Volunteering Resourcing and a member of Safeguarding before approval and publish by the Quality Management Team.

The table below contains four rows and four columns. (Only the original approval date and the most recent amendment should be included in the table.)

Date	Version	Status	Details of Change
January 2020	1.0	Approved	
01/02/22	1.2	Approved	Updated to new template

**\*\* Please see below when a document must be reviewed by governance**

**Safeguarding** - All documents with any reference to safeguarding, recruitment and training, working with clients (Adult and CYP)

**Legal** - All documents with any reference to agreements or contracts, third party partnerships, potential reputational risk, reference to compliance with any statutory or regulatory obligation

**Health and Safety** - All documents where an activity could cause harm to a member of staff, service user, volunteer or third party or where there is reputational risk

**Insurance** - A change to the way we deliver our services

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