

**Policy on the Recruitment**

**of Ex-Offenders**

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 and Barring Service (**DBS**), Kick It Out complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

We make this policy available to all DBS applicants at the start of the recruitment process. Applicants who wish to access the DBS Code of Practice can find a copy here: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

**Policy principles**

Kick It Out is committed to the fair treatment of its staff, potential staff, trustees, and volunteers. We actively promote 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.

Kick It Out selects candidates for interview based on their skills, qualifications and experience. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

**Criminal record checks**

Kick It Out can only ask an individual to provide details of convictions and cautions that we are 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) Kick It Out can only ask an individual about convictions and cautions that are not protected.

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.

**Discussing convictions and cautions**

Kick It Out ensures that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment or engagement of ex-offenders.

At interview, or in a separate discussion, Kick It Out ensures that an open and measured discussion 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.

Kick It Out undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Together we will Kick it Out.