Individual organisations will need to adapt to suit their own procedure and policies.

**Policy Statement on the Recruitment of Ex-offenders**

**General statement**

Having a criminal record will not necessarily bar you from volunteering with us.

The decision will depend upon the nature of the role and the circumstances and background of your offences.

**Our policy**

1. As an organisation using the Disclosure and Baring Service (DBS) to assess applicants’ suitability for positions of trust, *xxxxxx*  complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
2. *xxxxx* is committed to the fair treatment of volunteers, potential volunteers or beneficiaries, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical disability, mental disability or offending background.
3. This policy is made available to all Disclosure applicants at the outset of the recruitment process.
4. We actively promote equality of opportunity for all volunteers with suitable skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select volunteers on the basis of their skills, experience and potential.
5. All information about volunteering work with the organisation will contain a statement that a Disclosure will be requested in the event of the individual being offered the opportunity to become a volunteer with the organisation.
6. We ensure that those in xxxxx 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 of ex-offenders.
7. At interview, or in separate discussion, we ensure 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 a withdrawal of an offer of a role as a volunteer.
8. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
9. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of a voluntary role.

*Policy adopted: ....................................... (date) Signature: ........................................... (chairman)*

*Date of next review: .......................................................*