

FamilyCare

Healing pasts • Building futures



Recruitment of Ex Offenders

www.family-care.co.uk

Employment of Ex Offenders

Implemented/Reviewed: July 2025

Date of Next Review: July 2026



- **Family Care Group** places considerable trust and confidence in its employees and is entitled to ask questions about a job applicant's criminal record, and seeks this information at an early stage in the recruitment process;
- Those involved in recruitment receive direction in assessing the relevance and circumstances of offences, as well as appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and as the home uses the Disclosure and Barring Disclosure Service to assess applicants' suitability for positions of trust, the home complies fully with the relevant Code of Practice and undertakes to treat all applicants for positions fairly; It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
- The Group's employment policy regarding equal opportunities in accordance with the Equality Act 2010 commits to the fair treatment of its employees or potential employees and embraces the principle that all people shall be treated equally, regardless of their age, gender, race, ethnic origin, nationality, colour, religious persuasion or belief, cultural or linguistic background, marital status, sexual orientation, disability, or offending background, unless unequal, or different treatment can be shown to be justified and is appropriate;
- All candidates are selected on the basis of their skills, qualifications and experience in relation to the needs of our employment vacancies.

This policy on the recruitment of ex-offenders is available to all disclosure applicants at the outset of the recruitment process.

Procedure

All application forms and job adverts will contain a statement that a Disclosure Certificate will be requested in the event of the individual being offered a position. In addition, we ask all applicants for employment to provide details of any criminal record on the home's employment application form. We request that this information is sent under separate, confidential cover, and will be seen only by those who need to see it as part of the recruitment process.

The co-operation of all applicants in the voluntary provision of this information (including information about all convictions, including those which otherwise would be considered as "spent", together with information relating to any cautions, reprimands and final warnings) will assist in there being "no surprises" when full formal disclosure is requested from the DBS.

At interview, or in a separate discussion, we ensure that an open and measured dialogue takes place on the subject of any offences or other matters 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. We undertake to discuss any matter revealed in a formal disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Typically, the assessment of the relevance of a criminal record will take into account: -

- the seriousness of the offence and its relevance to the safety of service users, other employees and property;
- the length of time since the offence occurred;
- any relevant information offered by the applicant about the circumstances which led to the offence being committed, e.g. the influence of domestic or financial difficulties;
- whether the offence was a one-off, or part of a history of offending;
- whether the applicant's circumstances have changed since the offence was committed, making re-offending less likely;
- the country in which the offence was committed; (some activities are offences in Scotland and not in England and Wales, and vice versa);
- whether the offence has since been decriminalised by Parliament;
- the degree of remorse, or otherwise, expressed by the applicant and their motivation to change.

We make every subject of a DBS disclosure aware of the existence of the Code of Practice and it can be accessed at <https://www.gov.uk/government/publications/dbs-code-of-practice>.

Having a criminal record will not necessarily bar applicants from working with the home. This will depend on the nature of the position and the circumstances and background of the offence(s).

