

## **DYFED ARCHAEOLOGICAL TRUST**

### **THE RECRUITMENT OF EX-OFFENDERS**



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# DYFED ARCHAEOLOGICAL TRUST

## THE RECRUITMENT OF EX-OFFENDERS

### Policy

**Dyfed Archaeological Trust** ('the Trust') is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, the Trust complies fully with the DBS Code of Practice:

<https://www.gov.uk/government/publications/dbs-code-of-practice>

and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS disclosure on the basis of a conviction or other information revealed.

The Trust has a written policy on the recruitment of ex-offenders, which is made available to all applicants at the outset of the recruitment process.

The Trust 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. We select all candidates for interview based on their skills, qualifications and experience.

A DBS disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS disclosure will be requested in the event of the individual being offered the position.

When a DBS disclosure is to form part of the recruitment process, the Trust encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. The Trust requires this information to be sent under separate, confidential cover, to a designated person within the Trust and the Trust guarantee that this information will be seen only by those who need to see it as part of the recruitment process.

Unless the nature of the position entitles the Trust to ask questions about an applicant's entire criminal record, the applicant will be asked only about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

The Trust ensures that all those involved in the recruitment process have received appropriate training to identify and assess the relevance and circumstances of offences. The Trust also ensures that those persons 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.

At interview, or in a separate discussion, the Trust will make every effort to ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal to the Trust information

that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

The Trust will make every subject of a DBS disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

The Trust undertakes to discuss any matter revealed in a DBS disclosure with the person seeking the position before withdrawing a conditional offer of employment.