

POOLE HOUSING PARTNERSHIP

Policy Statement on the Recruitment of Ex-offenders



As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Poole Housing Partnership 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.

Poole Housing Partnership is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion or belief, sexual orientation, family circumstances, age, physical/mental disability or offending background.

We have adopted a written Equality and Diversity policy, which includes the recruitment of ex-offenders, which is made available on request to all DBS applicants at the outset of the recruitment process.

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. 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 DBS disclosure is required, all application forms and recruitment briefs will contain a statement that a disclosure will be requested in the event of the individual being offered the position.

Where a disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to Poole Housing Partnership's Human Resources Manager and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Poole Housing Partnership to ask questions about your entire criminal record, we can only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

Poole Housing Partnership has a duty to safeguard and protect the welfare of children and vulnerable adults and expects all employees to share this commitment. The nature of some offences will preclude individuals from working with these groups. However, having a criminal record will not necessarily bar you from working with us. This will depend on the circumstances of the case.

At interview, or in a 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 withdrawal of an offer of employment.

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.