

# Leeds Mind

## Policies and Procedures



<b>Category:</b>	HR
<b>Title:</b>	Recruitment of Ex-Offenders
<b>Responsibility of:</b>	HR Department
<b>Developed in consultation with:</b>	SLT/OMT
<b>Staff with operational responsibility for development, implementation and review:</b>	SLT/OMT
<b>Target audience:</b>	All staff/volunteers
<b>Associated policies:</b>	Recruitment & Selection
<b>Accessibility</b>	If you would like a copy of this policy in a larger print, get in touch with us at Leeds Mind by phone (0113 3055800) or email ( <a href="mailto:leeds.mind@leedsmind.org.uk">leeds.mind@leedsmind.org.uk</a> ) and we'll be happy to send you one.
<b>Date first ratified</b>	
<b>Review dates</b>	April 2016, October 2017
<b>Date last reviewed</b>	January 2021
<b>Next review</b>	January 2024
<b>Policy review</b>	This policy will reviewed every 3 years or in line with organisation and/or changes in legislation

# Leeds Mind policy

## Recruitment of Ex-Offenders



### Our Approach

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), Leeds Mind undertakes to treat all applicants for positions fairly.

Leeds Mind undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

### DBS Checks

Leeds Mind 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)

Leeds Mind can only ask an individual about convictions and cautions that are not protected.

Leeds Mind 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. This policy is made available to all DBS applicants at the start of the recruitment process.

Leeds Mind actively promotes 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

Leeds Mind select all candidates for interview based on their skills, qualifications and experience and only ask for information about criminal convictions if an applicant is successfully appointed.

An application for a criminal record check is only submitted to DBS if analysis of the role has indicated that one is both proportionate and relevant to the position concerned.

For those positions where a criminal record check is identified as necessary, all job adverts and job descriptions will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

### Convictions

Should an applicant declare a conviction as part of their recruitment process then a measured discussion will take place on the subject of any offences or other matter that might be relevant to the position. This discussion will typically involve the HR/Volunteer team and a member of senior management. Leeds Mind undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

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

Leeds Mind makes every subject of a criminal record check submitted to DBS aware of the existence of this policy and makes a copy available on request

January 2021