



| | | |
|---------------------------|------------------------|---------------------|
| Approved by: | Effective date: | Next review: |
| Trustees on ____ May 2024 | 10 May 2024 | 10 May 2025 |

Canterbury for Ukraine Policy on the Recruitment of Ex-offenders

- To achieve its charitable objectives, Canterbury for Ukraine (C4U) may recruit members of staff, individual service providers, volunteers and invite new trustees. This policy guides C4U decisions about recruitment of ex-offenders and handling related information.
- C4U assesses suitability of applicants for open positions, including those listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order. In particular, such positions may enable the holder to have access to children under the age of 18 or vulnerable adults in the course of his or her normal duties. As such, the assessment process includes checks of the criminal record processed through the Disclosure and Barring Service (DBS). This process complies fully with the code of practice and undertakes to treat all applicants for positions fairly and to protect vulnerable C4U service recipients, volunteers and staff members.
- *C4U* undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- *C4U* can only ask an individual to provide details of convictions and cautions that *C4U* 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).
- *C4U* can only ask an individual about convictions and cautions that are not protected.
- *C4U* is committed to the fair treatment of its staff, potential staff, volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- *C4U* made this policy on the recruitment of ex-offenders available to all DBS applicants at the start of the recruitment process.
- *C4U* shall select all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment 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 application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

- Those candidates who had a place of residence outside the UK over the past 10 years should also provide an official extract from the respective criminal record registry or its equivalent. Such extract should be provided by candidates who receive the offer before the starting date of the respective position.
- *C4U* shall ensure that all those at *C4U* who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. *C4U* shall also ensure that they 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, *C4U* shall 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.
- *C4U* undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.