

**SOHBET SOCIETY**

**POLICY ON THE RECRUITMENT OF**

**EX-OFFENDERS POLICY**

* As an organisation using the Criminal Records Bureau (CRB) service to access applicants’ suitability for positions of trust, Sohbet Society complies fully with the CRB code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a CRB check on the basis of a conviction or other information revealed.
* Sohbet Society 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.
* Sohbet Society has a written policy on the recruitment of ex offenders, which is made available to all CRB applicants at the outset of the recruitment process.
* Sohbet Society 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 check 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 check is required, all application forms, job adverts and recruitment briefs will contain a statement that a CRB check will be requested in the event of the individual being offered the position.
* Where a DBS check is to form part of the recruitment process, Sohbet Society encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. Sohbet Society request that this information is sent under separate, confidential cover, to a designated person with Sohbet Society 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 Sohbet Society to ask questions about your entire criminal record, we only ask about ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974.
* We ensure that all those in Sohbet Society who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We 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, Sohbet Society ensures 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.
* Sohbet Society make every subject of a DBS check aware of the existence of the CRB Code of Practice and make a copy available on request.
* Sohbet Society undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment. A risk assessment may be conducted with the employee should it be deemed that there is sufficient belief that the offences do not relate to the current situation the employee is in. Ie they have made changes in their lives and have sufficient time between making those changes an the offence to deem a true change to have occurred.

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| **Equality and Diversity** |
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We aim to be an organisation that values, recognises and responds to the diverse needs of members and those we serve. We adhere to the Equality Act 2010 and will not discriminate against any person or other organisation with particular reference to the protected characteristics.

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| **Monitoring and Review** |

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| Review Date | 29/03/2021 |
| Next Review Date | 29/03/2022 |
| Review Author | MB |