

EcoACTIVE 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, ecoACTIVE 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 DBS check on the basis of a conviction or other information revealed.
- ecoACTIVE 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. Our Recruitment Policy provides details of our recruitment and selection process, including how DBS information will be accessed and used in the process, and how such information will be stored and handled.
- 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. Disclosure information from DBS checks will only be used to assess suitability for a post in so far as is relevant.
- As the majority of our work involves working with children and young people, an enhanced DBS check is required for most positions in the organisation. For those positions where a DBS check is required, including volunteer positions, all application forms, and recruitment and volunteer registration briefs will contain a statement that an enhanced DBS 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, we encourage all applicants called for interview to provide details of their criminal record, including "unspent" convictions, at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person in the recruitment panel, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Due to the nature of the positions at ecoACTIVE, most positions are exempt from Rehabilitation of Offenders Act 1974. We therefore ask questions about applicants' entire criminal record, including "spent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- We will ensure that all those in ecoACTIVE who are involved in the recruitment process will be suitably trained to identify and assess the relevance and circumstances of offences, should information pertaining to offences be brought to our attention during the recruitment process. We have sought and will continue to use appropriate expert guidance in the relevant legislation

relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and Legal Aid, Sentencing and Punishment of Offenders Act 2012.

- 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 check aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.