

Ex-Offenders Policy

- 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), Tower Hamlets EBP complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly
- Tower Hamlets EBP undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- Tower Hamlets EBP can only ask an individual to provide details of convictions and cautions that Tower Hamlets EBP 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):
 - Tower Hamlets EBP can only ask an individual about convictions and cautions that are not protected
 - Tower Hamlets EBP 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
 - This written policy on the recruitment of ex-offenders is made available to all DBS applicants at the start of the application process
 - Tower Hamlets EBP actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications and volunteers from a wide range of individuals, including those with criminal records
 - Tower Hamlets EBP 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

- Tower Hamlets EBP ensures that all those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- Tower Hamlets EBP also ensures 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 the recruitment interview, or in a separate discussion, Tower Hamlets 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 or volunteer position.
- Tower Hamlets EBP makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request
- Tower Hamlets EBP undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment or volunteer position.
- A record of the name, DBS certificate number, and outcome of the decision regarding the offer will be kept. This record is kept securely and only accessible by our DBS administrator and Child Safeguarding Officer. This information is held for the duration of any volunteering or employment by the individual with Tower Hamlets EBP and up to five years afterwards.