



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, Tees Active Limited undertakes to treat all applicants for positions fairly and not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Having a criminal record will not necessarily bar an individual from working within Tees Active Limited. This will depend on the nature of the position and the circumstances and background of the offence(s), or other information received.

This policy statement on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the point a DBS check is requested is also available at the outset of the recruitment process upon request or via the internet at www.teesactive.co.uk.

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.

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 job adverts, application forms and interviews will identify that a DBS check will be requested in the event of the individual being offered the position.

Unless the nature of the position allows Tees Active Limited to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act (ROA) 1974.

We ensure that all those in Tees Active Limited who are involved in the recruitment and DBS check process have been suitably trained to identify and assess the relevance and circumstances of offences, and have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act (ROA) 1974.

Where a DBS check is to form part of the recruitment process, we will encourage all applicants to provide details of their criminal record at the application stage. We will request that this information is sent under separate, confidential cover, to a designated person within Tees Active Limited and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

For applicants who have disclosed convictions or conviction information either at the application stage, 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 declare information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or casual work.

As part of our recruitment policy we request the appropriate level of DBS check at the final part of the recruitment stage, when a position has been offered. Should the returned DBS check disclose more offences, more serious offences or relevant non-conviction information than previously disclosed by the applicant this could lead to the withdrawal of an offer of employment or casual work.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment or casual work.

When assessing the relevance of any convictions or conviction information we will consider the following factors:

- Whether the conviction is relevant to the position being offered
- The seriousness of the offence
- The length of time since the offence took place
- Whether the applicant has a pattern of offending behaviour
- Whether the applicant's circumstances have changed since the offence(s) took place
- How the individual moved forward and stop the offending behaviour.

The information on the DBS check ie level of check, issue date and certificate number will be retained for our records and renewal purposes. Information contained on the DBS check will be stored until the recruitment decision has been reached by our HR Manager, as Lead Signatory. This will be in line with the Company's policy on the storage, handling and retention of DBS information and the DBS Code of Practice.

We make every subject of a DBS check aware of the existence of the DBS Code of Practice and how to obtain copy of it.

Disclosure and Barring Service and Disclosure Information:

Ex-Offender - a person who has been convicted of a criminal offence and the crime is now "spent" under the Rehabilitation of Offenders Act (ROA) 1974.

Spent Conviction - once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent'. A rehabilitation period is a set length of time from the date of conviction, according to the sentence imposed.

Unspent Conviction - a conviction is described as unspent if the rehabilitation period associated with it has not yet lapsed.

Levels of DBS check - There are 3 levels of DBS checks: basic, standard and enhanced.

The level of disclosure requested will depend on a number of factors (e.g. the nature of the access to children and vulnerable adults) which will determine whether or not 'spent' convictions have to be disclosed by the applicant. This will determine the type of information provided by the police and other bodies, and can include:

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| ▪ Convictions | ▪ Arrests |
| ▪ Imprisonment | ▪ Bind-overs |
| ▪ Reprimands | ▪ Allegations / Police investigations |
| ▪ Warnings | ▪ Bail |
| ▪ Youth custody/sentences | ▪ Fines (exc. minor motoring offences) |
| ▪ Cautions | ▪ Police intelligence information (given to the organisation only) |

The DBS Code of Practice and a full glossary of terms relating to Disclosures and Ex-offenders can be found on the website www.dbs.gov.uk

If you do not have access to the internet you can contact the HR Department who can arrange for you to review the DBS Code of Practice (01642) 524570.