



Recruitment of Ex-offenders and Equal Opportunities Policy Mayfield & Five Ashes Community Services (MAYFACS)

Ensuring that **MAYFACS** treats ALL applicants fairly including those who have a criminal record and does not discriminate because of a conviction or other information revealed through the Disclosure and Barring Service (DBS).

Key points

- **MAYFACS complies fully with the DBS Code of Practice.**
- **All applicants for employment or as a volunteer are treated fairly.**
- **MAYFACS actively promotes equality of opportunity for all and welcomes volunteers from a wide range of people.**
- **MAYFACS will request an enhanced DBS Disclosure for all staff, trustees, volunteer befrienders, drivers, chaperones and those working with children**
- **MAYFACS keeps all information private and confidential, in accordance with the Data Protection Act.**
- **MAYFACS takes into careful consideration the relevance and circumstances of offences.**

1. Introduction

1.1 As an organisation using the DBS Disclosure service to assess applicants' suitability for positions of trust, **MAYFACS** complies fully with the DBS Code of Practice and undertakes to treat all applications for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

2. Principles

2.1 **MAYFACS** is committed to the fair treatment of its employees, volunteers, potential volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

2.2 This policy is available to all applicants upon request.

2.3 **MAYFACS** actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates. **MAYFACS** selects all candidates for interview based on their skills, qualifications and experience. **MAYFACS** actively promotes equality of opportunity for all and welcomes volunteers from a wide range of people.

3. Disclosures

3.1 A DBS Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned in accordance with the key point 4 above.



3.2 A DBS Enhanced Disclosure will be requested for all staff, trustees, volunteers wishing to become befrienders and drivers and all volunteers working with children without the presence of a MAYFACS employee. Applicants will be informed of this in advance of the application.

3.3 MAYFACS encourages all applicants for paid employment or to become volunteers to provide details of their criminal record at an early stage in the application process. This information will be held by the Manager in strictest confidence.

4. Previous Offences

4.1 MAYFACS requires all applicants for employment or as volunteers to disclose any criminal convictions. The information provided will be treated strictly confidentially. Applicants are required to apply for an enhanced disclosure from the Disclosure and Barring Service if they wish to become a volunteer as described above.

4.2 MAYFACS ensures that all those in MAYFACS who are involved in the recruitment process are suitably advised to identify and assess the relevance and circumstances of offences.

4.3 MAYFACS 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 of volunteer.

4.4 Failure to reveal information means that MAYFACS may not accept an application to become a volunteer.

4.5 Having a criminal record will not necessarily bar individuals from volunteering with MAYFACS. This will depend on the circumstances and background of their offences and the volunteering capacity being sought.

POLICY No.

04

DATE POLICY REVIEWED/REVISED: May 2021 DATE FOR NEXT REVIEW: May 2024

TRUSTEE SIGNATURE: Signed on hard copy

TRUSTEE NAME (Print): L.Firrell (Chair)