



Recruitment of Ex-offenders

Ascend Adventure Limited believes that people with criminal records should not be excluded from employment per se. However, we have the responsibility to minimise the risks to our service users and to the organisation. Ascend Adventure works with vulnerable people and requires all paid employees, and where appropriate unpaid employees, to be checked by the Disclosure and Barring Service

- As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Ascend Adventure Limited 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 Disclosure on the basis of a conviction or other information revealed.
- Ascend Adventure Limited 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 dependents, age, physical/mental disability or offending background.
- The written policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.
- 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 Disclosure is only requested if one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Ascend Adventure 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 Ascend Adventure Limited to ask questions about an individual's entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- 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 aware of the existence of the DBS Code of Practice and make a copy available on request.

- If there are concerns raised by their criminal record or history then the conditional offer of employment might be withdrawn.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing such conditional offer of employment.
- The applicant will not commence employment until the DBS has been received and no concerns have been identified.
- In exceptional circumstances and only with the Directors' authorisation, employment may start prior to this but such workers will have no independent face-to-face work with clients. Such circumstances may include where there is a significant delay by the Disclosure and Barring Service and/or a recent DBS has been completed and produced.

Having a criminal record will not necessarily bar a person from working with us. This will depend on the nature of the position and the circumstances and background of the offences. An employee's contract may cease if they commit a crime during their employment with Ascend Adventure Limited.

Review

This policy was last reviewed on 22nd February 2021.

This policy is next due for review on 22nd February 2023.