

NORTH EAST ABINGDON GOOD NEIGHBOUR SCHEME

Policy Statement on the Recruitment of Ex-offenders

As an organisation using the Disclosure Barring Service (DBS) service to assess volunteers' suitability for positions of trust, Abingdon Good Neighbour Scheme complies fully with the DBS Code of Practice and undertakes to treat all potential volunteers fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

North East Abingdon Good Neighbour Scheme is committed to the fair treatment of its 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.

This policy on the recruitment of ex-offenders is made available to all DBS 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 potential volunteers, including those with criminal records. We select all volunteers based on their skills, qualifications and experience.

All volunteers will be asked to work with vulnerable adults and will, therefore, have to complete an Enhanced Criminal Records Bureau Disclosure as a condition of their acceptance as a volunteer with the Scheme.

We encourage all applicants 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 Abingdon Good Neighbour Scheme and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that all decisions made about the relevance and circumstances of offences are recorded, consistent and based on an appropriate risk assessment. Those involved in these decisions are aware of the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

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 volunteering. Failure to reveal information that is directly relevant to the volunteer role will lead to a volunteer being asked to leave the organisation.

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 to volunteer before withdrawing any offer to become a volunteer.

May 2012