

### **Rehabilitation of Offender's policy**

As an organisation using the Disclosure and Barring Service to assess applicants' suitability for positions in regulated activity, Principal Resourcing 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 or any information revealed on their DBS certificate. All applicants are risk assessed in line with the Department for Education safer recruitment guidance.

Principal Resourcing is committed to the fair treatment of its staff and clients, regardless of race, gender, religion or sexual orientation, responsibilities for dependants, age, physical / mental disability or offending background.

We make every subject of a DBS Enhanced Disclosure aware of the existence of the DBS Code of Practice and also provide a copy on request. This policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process and is available on the company website.

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.

Information provided on the DBS check will be used to assess the individual's suitability to work within the child or child and adult workforce. This includes: any police reprimands, warnings, convictions or cautions, both 'spent' and 'unspent' convictions, as well as any information held locally by police forces where there are grounds to be considered relevant to the post applied for, and any information from the DBS's children and adults barred list.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, are also available to all candidates at registration and can be provided to our clients on request. Principal Resourcing only ask an individual about convictions and cautions that are not protected.

We ensure that all those in Principal Resourcing Ltd who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure 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 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 undertake to discuss any matter revealed on a DBS Disclosure form or DBS certificate with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar a candidate from working with us. This will depend on the nature of the position and the circumstances and background of the offences.

Further information and links

Disclosure and Barring Service:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Rehabilitation of Offenders Act 1974:

<http://www.legislation.gov.uk/ukpga/1974/53>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/299916/rehabilitation-of-offenders-guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/299916/rehabilitation-of-offenders-guidance.pdf)

Rehabilitation of Offenders (Exceptions order 1975)

<http://www.legislation.gov.uk/uksi/1975/1023/contents/made>

This policy was reviewed July 19