

# Recruitment of Ex-offenders Policy

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## Introduction

The Youth Adventure Trust is committed to safeguarding and promoting the welfare of young people and expects all employees and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment to ensure that only suitable candidates are employed to work or volunteer with young people. Our Safer Recruitment procedures and practice help ensure the safety of the young people we work with, and our staff and volunteers.

### 1. Aims of the policy

1.1. The Youth Adventure Trust is committed to creating an environment in which individual differences and the contributions of all our staff, volunteers and beneficiaries are recognised and valued.

1.2. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order this policy sets out our commitment to fully comply with the Code of Practice for Disclosure and Barring Service (DBS) Registered Persons. It also demonstrates our commitment to treat all applicants with an offending background fairly.

1.3. The policy is designed to complement our Equality and Diversity, Safer Recruitment, Safeguarding and Child Protection and Volunteer Policies, which are available on request.

### 2. The Youth Adventure Trust

2.1. The Youth Adventure Trust is a registered youth development charity working with vulnerable young people aged 11 to 16 years old across Wiltshire and Swindon. We offer a programme of outdoor activities and experiences. Young people take part in a series of residential adventure camps and day activities.

2.2. The programme helps to develop young people's confidence, self-esteem, communication and social skills. Young people are encouraged to take ownership of their decisions, responsibility for their behaviour and demonstrate an increasing self-reliance. We aim to inspire young people, build their resilience and develop their life skills to help them fulfil their potential and lead more positive lives.

### 3. Our Commitment

3.1. The Youth Adventure Trust undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

3.2. The Youth Adventure Trust can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

3.3. The Youth Adventure Trust can only ask an individual about convictions and cautions that are not protected.

3.4. The Youth Adventure Trust is committed to the fair treatment of its staff and volunteers, potential staff and volunteers, and users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

3.5. The Youth Adventure Trust 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, including those with criminal records.

3.6. The Youth Adventure Trust select all candidates/volunteers based on their skills, qualifications, experience and motivations to get involved.

3.7. For positions requiring a criminal record check all application forms, adverts, recruitment briefs and role descriptions will contain a statement that an application for a DBS certificate will need to be submitted.

3.8. The Youth Adventure Trust ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

3.9. The Youth Adventure Trust ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.

3.10. At interview, or in a separate discussion, the Youth Adventure Trust will 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 or voluntary work.

3.11. The Youth Adventure Trust will discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment or volunteering.

3.12. This policy is made available to all applicants at the start of the recruitment process and all applicants will also be made aware of the existence of the Code of Conduct for DBS Registered Persons.

3.13. The Youth Adventure Trust employs the services offered by uCheck, an umbrella registered body responsible for processing and submitting applications for DBS products. uCheck is recognised by the Disclosure and Barring Service as a Responsible Organisation for Basic Checks and a Registered Umbrella Body for Standard and Enhanced Checks.

#### **4. Monitoring and Review**

4.1. The Director of Programmes and Development will be responsible for ensuring that this policy is monitored and evaluated.

4.2. This policy will be reviewed at intervals of 2 years to ensure it remains up to date and compliant with the law

**4.3. Policy Last Reviewed and Updated: March 2021**

By: Tessa Woodrow, Director of Programmes and Development