



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 requires 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 Disclosure and Barring Service (DBS) Code of Practice. It also demonstrates our commitment to treat all applicants with an offending background fairly.
- 1.3. The policy is designed to complement our Equal Opportunities, Safer Recruitment, Safeguarding 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 Somerset, Wiltshire and Swindon. Across our programmes we offer young people the opportunity for outdoor activities, adventurous experiences, residential camps, day activities and one to one support and mentoring.
- 2.2. The programmes help 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 life skills to help them fulfil their potential and lead more positive lives in the future.

3. Our Commitment

- 3.1. The Youth Adventure Trust undertakes not to discriminate unfairly against anyone 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 selects 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. This policy is made available to all applicants at the start of the recruitment process and all applicants are made aware of the existence of the Code of Conduct for DBS Registered Persons.
- 3.11. 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. Procedure

- 4.1. All applicants must provide details of any criminal record at an early stage in the recruitment process. Applicants will be required to complete a self-declaration. Self-disclosure forms will only be read if the candidate is shortlisted and called for an interview.
- 4.2. 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 matters 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.
- 4.3. The Youth Adventure Trust will discuss any matter revealed by DBS checks with the individual seeking the position before withdrawing a conditional offer of employment or volunteering.
- 4.4. A risk assessment will be completed and the relevance of any convictions will be judged against the following:
 - The nature, seriousness and relevancy of the offence.
 - The length of time since the offence occurred.
 - Whether the offence was a one-off or part of a history of offending.
 - Circumstances which lead to the committing of the offence.
 - Whether the applicant's personal circumstances have since changed.
 - Decriminalisation and remorse.
- 4.5. Only convictions which are relevant to the role which an individual applies for will be taken into consideration. Having a criminal record will not necessarily bar an individual from working or volunteering at the Youth Adventure Trust, this will depend on the nature of the position and the circumstances and background of the offences.

5. Reviewing this Policy

The Director of Programmes and Development is responsible for the monitoring, revision and updating of this policy which will be carried out at least annually.

Policy Reviewed / Updated: 09/10/2025

Person Undertaking Review / Update: Tessa Woodrow, Director of Programmes and Development

Policy reviewed and approved by:

Mark Davey, Chief Executive

Date: 10/10/2025

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