

# TOUCHSTONE

## POLICY ON THE RECRUITMENT OF EX OFFENDERS

Other relevant policies:

- Confidentiality Policy
- Policy on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information.

1. Touchstone promotes equality of opportunity and will not automatically regard a criminal record as a bar to employment within the organisation. Each applicant for a position will be considered on her or his merits, skills, experience and qualifications. Any criminal conviction an applicant holds will be assessed and considered in relation to the post applied for.
2. Touchstone complies fully with the Disclosure and Barring Service's (DBS) Code of Practice and undertakes to treat fairly all applicants for positions within the organisation.
3. Touchstone uses the Disclosure and Barring Service Disclosure Service to assess the suitability of individuals to be employed in positions of trust. 'Employed' is defined as both paid and unpaid positions within the organisation.
4. Touchstone undertakes a risk assessment on every position within its organisation. It requests Disclosure checks where it considers this necessary for the safety and welfare of its client group and it is appropriate and relevant to the position.
5. Touchstone will ensure that all Disclosure Information is handled and stored in strict confidence in line with the DBS Code of Practice.
6. For positions where a Disclosure is required all application forms and recruitment packs will contain a statement that a Disclosure will be required in the event of the individual being offered the position.
7. Touchstone will bring to the notice of every applicant for a position for which a Disclosure is required, and to each individual who is subject to a Disclosure, the DBS Code of Practice and provide a copy on request.
8. Touchstone will make its written policy on the recruitment of ex-offenders, available to all applicants for positions that require Disclosure checks, at the outset of the recruitment process.
9. Unless the nature of the position allows Touchstone to ask questions relating to the entire criminal record, it will only request information about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

10. Touchstone will ensure that all personnel who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of the offences. It will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.
11. Touchstone will ensure that in any interview or discussion, an open, fair and considered discussion is held on the convictions, offences or any other issue that might have implications relating to the position. Failure on the part of the applicant to disclose any information directly relevant to the position applied for might lead to the withdrawal of the employment offer.
12. Touchstone will discuss any matter revealed in a Disclosure with the individual seeking the position before withdrawing an offer of employment.

May 2019