



RECRUITMENT OF EX-OFFENDERS POLICY

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1.0 OTHER RELEVANT POLICIES

- DBS Secure Storage Policy
- Confidentiality Policy

2.0 INTRODUCTION

- 2.1 Touchstone promotes equality of opportunity and will not automatically regard a criminal record as a bar to employment within the organisation.
- 2.2 Each applicant for a position will be considered on their merits, skills, experience and qualifications.
- 2.3 Any criminal conviction an applicant holds will be assessed and considered in relation to the post applied for.

3.0 DISCLOSURE AND BARRING SERVICE (DBS)

- 3.1 Touchstone complies fully with the Disclosure and Barring Service's (DBS) Code of Practice and undertakes to treat all applicants fairly for positions within the organisation.
- 3.2 Touchstone uses the Disclosure and Barring 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.
- 3.3 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.
- 3.4 Touchstone will ensure that all Disclosure Information is handled and stored in strict confidence in line with the DBS Code of Practice.
- 3.5 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.
- 3.6 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.
- 3.7 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.
- 3.8 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.

3.9 For posts which are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, Touchstone will ask questions about all convictions or cautions, whether these are spent or unspent. Touchstone will also ask questions about whether an applicant has received, or has pending, a court or police conviction (including any cautions) for any offence listed under schedule 1 of the Offences Against Children and Young Persons Act 1993 and if they are categorised as a person posing a risk to children.

4.0 IMPLEMENTATION

- 4.1 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.
- 4.2 Touchstone will ensure that in any interview, an open, fair and considered discussion is held on the convictions, offences or any other issue that might have implications relating to the position.
- 4.3 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.
- 4.4 Touchstone will discuss any matter revealed in a Disclosure with the individual seeking the position before withdrawing an offer of employment.