



DUNTON COMMUNITY GARDEN GROUP

Recruitment of Ex-offenders Policy

Policy Statement

Dunton Community Garden Group (DCGG) is committed to the fair treatment of its staff, potential staff or users of its services regardless of their offending background.

Scope of policy

The Child and Vulnerable Adults Policy takes precedence over anything stated in this policy. All staff and users of the Group's services.

Purpose of this policy

It is the aim of DCGG to comply fully with the Criminal Records Bureau (CRB) Code of Practice: The Group undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. Having a criminal record will not necessarily bar people from working with us. This will depend on the nature of the position and the circumstances and background of any offences.

Elements of the policy

DCGG uses the CRB Disclosure service via Bedfordshire Rural Communities Charity (BRCC) to assess applicants' suitability for positions of trust.

The policy is made available to all Disclosure applicants at the outset of the recruitment process.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Dunton Community Garden Group and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Dunton Community Garden Group to ask questions about the entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Dunton Community Garden Group 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



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position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Responsibilities

The garden co-ordinator will ensure that checks are carried out.

Monitoring

This policy will be reviewed annually. It will also be reviewed by BRCC.

Adopted September 2008