

## Policy Statement on the Recruitment of Ex-Offenders

### General Principles

Phoenix Futures will use the Disclosure and Barring Service (DBS) and Disclosure Scotland to help assess the suitability of applicants to positions of trust. Phoenix Futures complies fully with the DBS and Disclosure Scotland's Code of Practice and 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.

### Policy Statement

- Phoenix Futures is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, disability or offending background.
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.
- A Disclosure is only requested after a thorough risk assessment has been carried out and indicates that one is both proportionate and relevant to the position concerned. For those positions where an appropriate Disclosure is required, 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.
- Unless the nature of the position allows Phoenix Futures to ask questions about an applicants entire criminal record, we will only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- We will ensure that all those in Phoenix Futures who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We will 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 within the selection process, we 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.
- We will make every subject of a DBS Disclosure aware of the existence of the DBS Code of practice and make a copy available on request.
- We will undertake to discuss any matter revealed in a Disclosure with the person seeking the position before any withdrawal of a conditional offer of employment, where this is necessary.

**Having a criminal record will not necessarily bar an individual from working with us;** This will depend on the nature of the position and the circumstances and background of the offences.