



Applicants with a criminal record policy

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1. Introduction

For the recruitment of staff and volunteers, Age UK Shropshire Telford & Wrekin (Age UK STW) has two key principles:

- To ensure, as far as possible, the safety of all Age UK STW clients.
- To offer opportunities for staff and volunteers to work and volunteer for Age UK STW, and to broaden the base from which staff and volunteers are drawn.

2. Equal Opportunities

- 2.1 Age UK STW is committed to the fair treatment of its staff, potential staff, volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- 2.2 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. Age UK STW recognises the contribution that people with criminal records can make as employees and volunteers and welcomes applications from those with a criminal record. We select all candidates for interview based on their skills, qualifications and experience.
- 2.3 Suitable applicants will not be rejected because of offences that are not relevant to the role applied for. We judge each case on its own merits and do not discriminate against any applicant on the basis of criminal record information disclosed to us.

3. Recruitment

- 3.1 Age UK STW only asks applicants to provide details of convictions and cautions that we are legally entitled to know about.

For roles covered by the Rehabilitation of Offenders Act, we ask applicants to disclose unspent convictions only. Spent convictions do not need to be disclosed.

For roles that are exempt from the Rehabilitation of Offenders Act, we ask applicants to disclose any convictions and cautions that would not currently be filtered by the DBS.

- 3.2 We support 'Ban the Box'. To ensure that we shortlist purely on merit, we don't ask for criminal record details at application stage. What applicants are required to disclose will depend on the role they are

applying for. We will make it clear in the job description what type of role it is, and therefore, what will need to be disclosed.

- 3.3 For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will make clear what level of check will be submitted on the individual being offered the position.
- 3.4 For any information disclosed, cases will be looked at on an individual basis, taking into account details such as:
 - Whether it is information we are legally allowed to consider
 - Whether the offence is relevant to the position applied for
 - The age at the time of the offence(s)
 - The length of time since
 - The circumstances surrounding the offence(s) and what has changed since
- 3.5 Any information disclosed will be treated in the strictest confidence. We will consider any information disclosed before confirming an offer of employment. If necessary, we may arrange for a face-to-face discussion with the applicant to obtain further details. Failure to disclose relevant information when requested could result in disciplinary proceedings or dismissal.
- 3.6 We take a positive approach to applicants with past criminal records. We ensure that all those involved in the recruitment process have received appropriate guidance and training in the legislation and practice of recruiting people with a criminal record. We ensure that all those who are involved in making suitability decisions based on an applicant's criminal record have been trained to do so.
- 3.7 Trustee and certain senior manager roles must comply with the rules set out by the Charity Commission. These rules are known as 'automatic disqualification' rules. Where the automatic disqualification rules apply they have the effect of disqualifying that individual from being a trustee or working in certain senior managerial roles. However, it is possible to apply for clearance from the Charity Commission. This is known as applying for a waiver. To ensure a fair and open recruitment process, we will only ask applicants about eligibility to become a trustee or senior manager after we have offered the role.

At that stage, we ask applicants to disclose whether they are disqualified and if so the reason(s) why. Disqualified people can apply to the Charity Commission for a waiver and, following our own

assessment, we will support applicants through this process if we believe they are the right candidate for the role. Disqualified applicants are encouraged to disclose as soon as possible after offer, and we will aim to have a face-to-face discussion. The applicant will then be asked to provide a written disclosure if a waiver application is to be submitted.

4. Further Information

- 4.1 For positions covered by the Rehabilitation of Offenders Act 1974, we will ask applicants to disclose any unspent convictions. For guidance in answering this question visit the 'Unlock Information' site which has useful information on how to answer this question.

For positions exempt from the Rehabilitation of Offenders Act 1974, we will ask applicants to disclose any convictions, cautions, reprimands or final warnings that would not currently be filtered by the Disclosure & Barring Service. For guidance in answering this question visit the 'Unlock Information' site which has useful information on filtering.

<https://unlock.org.uk/information-and-advice/>

Further guidance can be found on the GOV.UK website.

- 4.2 For trustee and certain senior management roles, guidance on the automatic disqualification rules can be found on the Charity Commission and GOV.UK websites.