



# Recruitment of Ex-Offenders Policy

Current Policies & Processes

April 2026



<b>Policy name:</b>	<b>Recruitment of Ex-Offenders Policy</b>
<b>Policy number:</b>	<b>AT19</b>
<b>Replaces:</b>	<b>AT 19 Recruitment of Ex-Offenders Policy 2019</b>
<b>Adoption date:</b>	<b>April 2026</b>
<b>Next Review date:</b>	<b>April 2027</b>

## **1. Approach**

As an organisation using the Disclosure and Barring Service (DBS) to assess applicant's suitability for positions of trust, Action Together complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure based on a conviction or other information revealed.

Action Together 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, physical/mental disability or offending background.

This policy on the recruitment of ex-offenders will be made available to all disclosure applicants, where applicable, at the outset of the recruitment process.

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.

Where a disclosure is to form part of the recruitment process, this will only take place once a conditional offer of employment has been made. Applicants will be given the opportunity to discuss or provide context about information which may arise from their DBS check by speaking to the HR Manager, but there is no expectation that they will disclose anything outside of the DBS process. This information will be treated as confidential and will only be accessed by the HR Manager and the locality Designated Safeguarding Lead.

Unless the nature of the position allows Action Together to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all staff involved in handling DBS check applications and results have been trained to do so.



We will undertake an assessment of the relevance of any offences, in relation to the specific role or post.

We make every subject of the DBS Disclosure aware of the existence of the [DBS 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.