

Policy on the suitability of ex-offenders for employment in relevant positions

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Clear Links Support complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly.
- An application for a criminal record check is only submitted to DBS/PVG once it has been identified that it is required for the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS/PVG certificate will be submitted in the event of the individual being offered the position.
- Clear Links Support will not discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed.
- Clear Links Support can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about.
- Clear Links Support can only ask an individual about convictions and cautions that are not protected.
- Clear Links Support is committed to the fair treatment of its staff, support workers and applicants or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, disability or offending background.
- Clear Links Support will make this policy on the recruitment of ex-offenders available to all applicants who may require a DBS/PVG check at the start of the recruitment process.
- Clear Links Support actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records.
- Clear Links Support selects all candidates based on their skills, qualifications and experience.
- Clear Links Support ensures that staff who are involved in the criminal record check process have been suitably trained to identify and assess the relevance and circumstances of offences.
- Clear Links Support also ensures that these staff have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.
- Clear Links Support 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.
- Clear Links Support makes every subject of a criminal record check submitted to DBS/PVG aware of the existence of the DBS [code of practice](#) and makes a copy available on request.
- Clear Links Support undertakes to discuss any matter revealed on a DBS/PVG certificate with the individual seeking the position before withdrawing a conditional offer of employment.