

**Recruitment of ex-offenders guidance**

* As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants’ suitability for positions of trust, Milestones Trust complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
* Milestones Trust can only ask an individual to provide details of convictions and cautions that the organisation is legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Milestones trust can only ask an individual about convictions and cautions that are not protected.
* Milestones Trust is committed to the fair treatment of its staff, potential staff and users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
* Milestones Trust actively promotes 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. All candidates are selected for interview based on their skills, qualifications and experience.
* For those positions where a DBS check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
* Milestones Trust ensures that all those in Milestones Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, ensuring that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, and in particular. the Rehabilitation of Offenders Act 1974.
* Unless the nature of the position allows Milestones Trust 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 Milestones Trust 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.
* Milestones Trust makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request.
* Milestones Trust undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment, or offering a role unconditionally.

HR Department – Recruitment Team

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