

Recruitment of Ex-Offenders Policy

1. What do we mean by “Recruitment of Ex-offenders”

This policy applies to the recruitment of paid or unpaid workers who have a criminal record. In this context, even criminal convictions, which in other circumstances would be considered “spent” under the Rehabilitation of Offenders Act 1974, must be declared. All successful applicants to paid or unpaid work within DbS will be required to undergo a PVG or appropriate level Disclosure check before commencing employment (Exclusions and Exemptions (Scotland) Order 2003).

2. Policy Statement

DbS undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of Disclosure on the basis of conviction information revealed. Having a criminal record will not necessarily debar an individual from regulated or unregulated work with protected adults with DbS. Only convictions, or other Disclosure information that is deemed relevant to the position applied for will result in the applicant not being granted the position. Convictions which may debar applicants for employment with DbS are:

- Convictions for crimes of a sexual nature
- Convictions for violent offences
- Fraud and crimes of dishonesty

Other factors as to whether a criminal conviction is relevant when considering appointing an individual with a criminal record will be the seriousness of the offence, the number of offences to be considered, the period of time since the last conviction and if the individual is barred from working with protected adults or children.

To ensure that the correct applicant is appointed and to enable DbS to determine the relevance of any conviction or convictions to positions applied for, DbS apply the following recruitment measures:

- Application form, including self-declaration section
- Two employment references
- Interviews
- PVG check, prior to commencing employment
- Disclosure check where appropriate
- SSSC registration eligibility check if applying for a registerable post



Should the organisation decide that the information declared or disclosed is relevant for the post applied for, the applicant will be deemed to be unsuccessful and this information will be fed back to the applicant by letter.

DbS reserves the right to seek additional PVG checks from any employee, in order to comply with registration with the Care inspectorate and the Scottish Social Service council, DbS requests updated schemes records existing employees every 3 years.

3. Data Protection Act 2018

The organisation will treat all personal data in line with obligations under the current data protection regulations.