



RECRUITMENT OF PEOPLE WITH A CRIMINAL RECORD

As an organisation committed to equality and diversity, we recognise the contribution that all people can make as employees or volunteers and so we welcome enquiries of interest from everyone.

We recognise that many potential employees and volunteers may be ex-offenders and/or have criminal records, and might be reluctant to apply for roles that would involve the disclosure of them. We understand that people are often ashamed and embarrassed about their cautions and convictions, and fear they will not be treated fairly because of them.

We also understand that obtaining gainful employment or voluntary work can enable people who have put their criminal past behind them to become productive, financially independent members of society. We would like to reassure all our potential employees and volunteers that we judge everybody first and foremost on their skills, experience and merits.

We only ask applicants about criminal records when we make a job offer or a voluntary role offer for a Project Leader Position; we then ask them to make a confidential declaration in the form of a written disclosure statement. All information disclosed will be treated in the strictest confidence. We do this at the same time we take references. We reserve the right to withdraw job or volunteer role offers should a disclosure be made that we feel places FoodCycle, or those related to the charity, at risk.

Failure to disclose unspent convictions could result in disciplinary proceedings or dismissal and volunteers may be asked to leave their role.

It is important that all applicants understand that it is a criminal offence to apply for a post or volunteer role if you have been disbarred, in law, from applying.

We work on the assumption that people applying for voluntary work in order to help others, to meet new people, to develop new skills, to make a difference, etc., have no ulterior motive in seeking such work. With this in mind, we will wherever possible provide opportunities for people, and do so in ways that will not put you or our guests at risk.

All new paid staff and volunteers applying for a Project Leader role that disclose a criminal conviction will be subject to a risk assessment using the **DBS Risk Management Form**. Any roles deemed to be high risk will be reconsidered, or brought to the attention of the Head of Programmes, and appropriate steps taken.

Update Service

Volunteers can use pre-existing DBS checks if they are part of the update service.



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Before carrying out a status check, staff carrying out the check must be able to answer 'yes' to the following questions. If you answer 'no' then you cannot carry out a status check:

- Have you seen the applicant's original certificate?
- Have you checked the applicant's ID to confirm their identity?
- Do you have the applicant's consent?
- Are you legally entitled to the same level of DBS certificate - standard or enhanced?
- Does the DBS certificate only contain the exact workforce that you are entitled to know about, for the role you are recruiting for?

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Next Review date: Feb 2025