**Recruitment of Ex-Offenders Policy:**

It is a requirement that all registered bodies must treat Disclosure and Barring Service (DBS) applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. This policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the start of the recruitment process.

As an organisation assessing applicants’ suitability for positions using criminal record checks processed through the Disclosure and Barring Service (DBS), One-Eighty complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. One-Eighty undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. One-Eighty can only ask an individual to provide details of convictions and cautions that One-Eighty are legally entitled to know about. One-Eighty can only ask an individual about convictions and cautions that are not protected.

One-Eighty are committed to the fair treatment of its staff, potential staff, volunteers or users of its services. Accordingly, we welcome applications from diverse backgrounds including those with an offending background.

One-Eighty 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. One-Eighty selects all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to 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 certificate will be submitted in the event of the individual being offered the position.

One-Eighty ensures that all those working for us who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. One-Eighty also ensures 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.

A DBS check will be carried out for the successful candidate so we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We guarantee that this information is only seen by those who need to see it as part of the recruitment process. This should be documented in written format and emailed to [admin@one-eighty.org.uk](mailto:admin@one-eighty.org.uk) marked ‘**Confidential – Recruitment**’