



# Recruitment of Ex-Offender Policy

The Richard Huish Trust

Trust Executive



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<b>Lead reviewer</b>	Chief People Officer
<b>Approving board/ committee</b>	People & Performance Committee
<b>Date approved</b>	30 <sup>th</sup> September 2025
<b>Date implemented</b>	30 <sup>th</sup> September 2025
<b>Review period</b>	2 Years
<b>Next review due</b>	October 2027

As an organization 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), Richard Huish Trust complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.

- Richard Huish Trust undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Richard Huish Trust can only ask an individual to provide details of convictions and cautions that Richard Huish Trust are 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).
- Richard Huish Trust can only ask an individual about convictions and cautions that are not protected.
- Richard Huish Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
- Richard Huish Trust has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
- Richard Huish 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.
- Richard Huish Trust select 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.
- Richard Huish Trust ensures that all those in Richard Huish Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- Richard Huish Trust 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.

- At interview, or in a separate discussion, Richard Huish Trust ensures 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.
- Richard Huish Trust undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

### **Quality Management**

It will be the responsibility of the CPO to review and monitor the effectiveness of the Policy and to recommend change where necessary.

The effectiveness and usage of the Policy will be reported to the Huish Governance and People & Performance Committee.

### **Other Related Policies / Documents**

Equality & Diversity Policy

Equal Opportunities in Employment Policy

Safer Recruitment & Selection Procedure

Safeguarding and Child Protection Policy

Staff Code of Conduct