**BASE 51**

**POLICY ON THE RECRUITMENT OF EX- OFFENDERS**

**Introduction**

In order to safeguard the young people being supported through the services of Base 51, the organisation will undertake Disclosure & Barring Service Checks on all staff paid and unpaid who work directly with young people. This will be undertaken as part of the recruitment process for new posts, following the initial offer of appointment, and at regular periods for existing staff and volunteers. This policy will ensure that all applicants for posts both paid or unpaid will be treated fairly.

Base 51 will treat each applicant for any position (paid or unpaid), within Base 51 fairly and not discriminate against the applicants on the basis of a conviction or other information, which may be revealed.

Base 51 will request an Enhanced Disclosure where it is necessary and relevant to the position being sought.

When a disclosure is required this will be made clear on recruitment advertising, the application form and any other information regarding the job/role.

At interview we will ensure that an open and measured decision can take place on the subject of offences.

If information is not revealed at interview, which is directly relevant to the position being sought, this could lead to withdrawal of an offer of employment or voluntary position.

At interview, or when a disclosure is received which shows a conviction, the following will be taken into consideration:

* Whether the conviction is relevant to the position being offered.
* The seriousness of the offence.
* The length of time since the offence took place.
* Whether there is a pattern of offending behaviour.
* Whether the applicant’s circumstances have changed since the offence(s) took place.

Base 51 will ensure that all staff and Board members involved in the recruitment and management of posts within Base 51 are aware of this policy and have received relevant training and support.

Any applicant for any post, which requires a DBS disclosure, will receive a copy of this policy

BASE 51

**GUIDANCE INFORMATION & THE REHABILITATION OF OFFENDERS ACT (1974)**

**Any offer to join Base 51 as a paid or voluntary member of staff is subject to an ENHANCED DISCLOSURE (DBS check).**

Applicants should read the following guidance notes before completing the declaration overleaf. Base 51 will not discriminate against ex-offenders. Providing details of previous convictions will not automatically prevent you from working for or volunteering at Base 51. Previous convictions will be considered in relation to the nature of work, and will only be taken into account if the offence is related to the type of work to be undertaken.

**The Rehabilitation of Offenders Act (1974) & ‘Spent’ Convictions**

The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become 'spent', or ignored, after a 'rehabilitation period'. A rehabilitation period is a set length of time from the date of conviction. After this period, with certain exceptions, an ex-offender is not normally obliged to mention the conviction when applying for a job/position or obtaining insurance, or when involved in criminal or civil proceedings. A ‘spent’ conviction need not be declared on your application form or at interview unless you are applying for a post in one the following areas:

* Solicitor, Chartered or Certified Accountant.
* Working with people under the age of 18 or over the age of 65.
* Working with people suffering from serious illness or mental disorder of any kind.
* Working with people addicted to alcohol or drugs.
* Working with people who are visually, hearing or speaking impaired and people who have suffered substantial and permanent disability by illness, injury or deformity.
* Work relating to leisure or recreational activities for people under the age of 18, if you would have access to people under the age of 18,
* Working in a school or establishment of further education.

As working for Base 51 entails being in contact with one or more of the categories listed above, applicants are advised that they are not entitled to withhold any convictions, which are regarded as ‘spent’ under the Rehabilitation of Offenders Act (1974). The nature of work carried out at Base 51 renders all posts, positions exempt from Section 4 (2) of the Act in accordance with the Rehabilitation of Offenders Act (1974) (Exemptions) Order 1975. As such applicants are required to declare and provide details of all convictions and cautions, including ‘spent’ convictions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Declaration Of All Previous Convictions | | | | | |
| Name Of Applicant. |  | | | | |
| Date Of Application. |  | | | | |
| Do You Have Any Previous Convictions Or Cautions (Including  Any That May Be Considered As ‘Spent’ By The Above Act? | | YES |  | NO |  |
| If Yes, Please Give Details. | | | | | |
|  | | | | | |

**This information is private & confidential and will only be seen by the Designated Persons (see BASE 51 Policy for the secure handling, use, storage and retention of disclosure information). Please complete this form and return in a separate envelope or as a separate electronic document.**

**BASE 51**

**POLICY FOR THE SECURE HANDLING, USE, STORAGE AND RETENTION OF DISCLOSURE** **INFORMATION**.

**Introduction**

It is Base 51 policy to undertake Disclosure Information on all staff and volunteers who have contact with or access to young people using Base 51. This policy is to ensure that, in accordance with the Disclosure and Barring Service’s (DBS) Code of Practice, registered persons and other recipients of Disclosure Information will follow the practice below.

**Request for Disclosure**

Disclosures will only be requested when this information is necessary to posts, paid and unpaid, within Base 51, where there is: a) direct contact with young people i.e. support worker posts or b) the worker will have access to information regarding young people. Information provided on a disclosure certificate will only be used for recruitment purposes.

The designated persons, Joanne Jepson (Chief Executive), or Maria Johnston (Office Manager) will ensure that an individual’s consent is given before seeking a disclosure, and will also seek their consent before using disclosure information for any other purpose other than recruitment.

**Disclosure** **Information**

Disclosure information will only be shared with those authorised to see it in the course of their duties: i.e. the designated persons above or the Base 51 Policy and Personnel Sub Committee. Where additional disclosure information is provided to the designated signatory and not to the disclosure applicant, the designated signatory will not disclose this information to the applicant, but will inform them of the fact that this information has been provided, should this affect the recruitment decision.

No image or photocopy of the disclosure information will be made, however the following details will be recorded on the Base 51 Record of Disclosure form:

* Date the disclosure was issued
* Name of subject
* Date of birth of subject
* Type of disclosure
* Position for which disclosure was requested (volunteer/job title)
* Unique reference number of disclosure
* Recruitment decision taken

Continued Over

All disclosure information will be stored on the subject’s personnel file, in a locked non-portable container and a password encrypted HR database. Only authorised personnel have access to these files.

All staff having access to disclosure information will be made aware of this policy and will have received relevant training and support.

Copies of this policy will be included in the staff handbook and made available to any applicant for a post (paid or unpaid) with Base 51 that requires a DBS disclosure.