Policy Statement on the Recruitment of Ex-Offenders

The Disclosure & Barring Service's Code of Practice requires all organisations accessing the DBS check scheme to treat applicants with a criminal record fairly and not discriminate because of a conviction or other information revealed. It also requires organisations using the DBS system to have a policy for recruiting ex-offenders. This policy is as follows:

This Policy should be read in conjunction with the A+ DBS Policy and the A+ Safeguarding Policy.

For purposes of clarity, a "young person" is deemed to be under 18 years of age.

1. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, Adventure Plus (A+) complies fully with the DBS Code of Practice (issued under section 122 of the Police Act 1997) and undertakes to treat all applicants for positions fairly. A+ undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of conviction or other information revealed.

2. A+ can only ask an individual to provide details of convictions and cautions that A+ 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), A+ can only ask an individual about convictions and cautions that are not protected.

3. A+ is committed to the fair treatment of its staff, potential staff or users of its services, regardless of Age, Disability (including physical and hidden disabilities/neurodiversity), Gender Reassignment (inclusive of Gender Identity), Marriage and Civil Partnership, Pregnancy and Maternity, Race (including colour, nationality, and ethnic or national origin), Religion or Belief, Sex, Sexual Orientation, and offending background.

4. A+ actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records as appropriate to their position and exposure to children. We select all candidates for interview based on their skills, qualifications and experience.

5. This policy on the recruitment of ex-offenders is made available to all DBS applicants at the outset of the recruitment process.This statement is published on the A+ website, and all DBS applicants are given a link to it at the start of the recruitment process.

6. A+ submits an application for a criminal record check to DBS only after an assessment indicates it is both proportionate and relevant to the position. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

7. A+ ensures that all those in A+ who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. A+ 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.

8. At interview, or in a separate discussion, A+ ensures that an open and measured discussion takes place on the subject of any offences or other matters 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 either employment or as a volunteer in the team.

9. A+ makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS Code of Practice and makes a copy available on request.

10. A+ undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment or as a volunteer in the team. Decisions follow the process in the A+ DBS Policy (section 11).

Date of Last Review: 2/11/26