

Policy On The Recruitment of Ex-Offenders

1. Purpose

British Guardianship is committed to safeguarding and promoting the welfare of children and young people while ensuring equality of opportunity in recruitment.

As an organisation that undertakes criminal record checks through the Disclosure Scotland PVG Scheme and, where applicable, the Disclosure and Barring Service (DBS), British Guardianship is committed to the fair treatment of all applicants, including those with criminal convictions.

A criminal record does not automatically exclude an individual from working with British Guardianship.

2. Equal Opportunities

British Guardianship actively promotes equality of opportunity and welcomes applications from individuals with a wide range of backgrounds, experiences and circumstances. We are committed to treating applicants fairly regardless of:

- Age
- Disability
- Ethnic origin
- Marital status
- Pregnancy or maternity
- Religion or belief
- Sex
- Sexual orientation
- Gender reassignment
- Offending background

All recruitment decisions are made on merit and suitability for the role.

3. Recruitment Principles

British Guardianship undertakes not to discriminate unfairly against any applicant on the basis of conviction or other information revealed through a PVG or DBS check. We will:

- Assess each case individually.
- Consider the relevance of any conviction to the role.
- Take account of the nature, seriousness and circumstances of the offence.
- Consider the time elapsed since the offence occurred.
- Evaluate evidence of rehabilitation and good conduct.

4. Disclosure Requirements

British Guardianship will only request criminal record information where it is legally entitled to do so and where such checks are proportionate and relevant to the role. Positions likely to require a PVG check include:

- Local Coordinators
- Guardians
- Host Families
- Staff and volunteers working directly with children
- Safeguarding personnel

Applicants will be informed where a criminal record check is required as part of the recruitment process.

5. Risk Assessment

Where criminal record information is disclosed, British Guardianship will undertake an individual risk assessment before making a recruitment decision. The assessment may consider:

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- Nature of the offence.
- Frequency of offences.
- Whether the offence involved harm to children or vulnerable individuals.
- Potential safeguarding risks.
- Relevance to the responsibilities of the role.
- Evidence of rehabilitation.

The existence of a conviction alone will not automatically prevent appointment.

6. Open Discussion

Where criminal record information is disclosed, British Guardianship will provide the applicant with an opportunity to discuss the circumstances and any relevant information.

Any discussion will be conducted in a fair, respectful and confidential manner.

Failure to disclose information that is directly relevant to a role may result in withdrawal of an offer or termination of appointment where permissible by law.

7. Confidentiality

Information disclosed through criminal record checks will be treated as confidential. Access will be restricted to those involved in recruitment, safeguarding and management processes who have a legitimate need to know. Information will be handled in accordance with:

UK GDPR, Data Protection Act 2018, British Guardianship Data Protection Policy, British Guardianship PVG Information Handling Policy

8. Training

British Guardianship will ensure that staff involved in recruitment and safeguarding decisions receive appropriate training regarding:

- Safer recruitment
- Safeguarding responsibilities
- Rehabilitation and disclosure legislation
- Equality and non-discrimination principles

9. Relationship to Safer Recruitment

This policy operates alongside the British Guardianship:

- Safer Recruitment Policy
- Safeguarding and Child Protection Policy
- Data Protection Policy
- Code of Conduct

All recruitment decisions remain subject to safeguarding considerations and British Guardianship's duty to protect children and young people.

10. Monitoring and Review

This policy will be reviewed annually, or sooner if there are changes to legislation, Disclosure Scotland guidance, AEGIS standards or organisational requirements.