

Growing Roots



Gardening for Personal Growth

POLICY ON EQUAL OPPORTUNITIES AND THE RECRUITMENT OF EX-OFFENDERS

As an organisation using the Disclosure and Barring Service to assess applicants' suitability for positions of trust, Growing Roots complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of Disclosure on the basis of a conviction or other information revealed. This policy will be made available to all Disclosure applicants at the outset of the recruitment process.

- Growing Roots 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 dependants, age, physical/mental disability or offending background.
- Growing Roots actively promotes equality of opportunity for all with the right mix of talent, skill and potential and welcomes applications from a wide range of candidates, including those with criminal records. Candidates will be selected for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a disclosure is required, all job advertisements, application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, all applicants called for interview will be encouraged to provide details of any criminal record at that stage of the recruitment process. Applicants will be requested to send this information under separate, confidential cover, to a designated person within Growing Roots. Growing Roots guarantees that this information will only be seen by those who need to see it as part of the recruitment process. Information will be stored securely and shredded or burned either at the end

of the recruitment process, if candidate is not successful, or at the termination of employment.

- Unless the nature of the position allows Growing Roots to ask questions about an applicant's entire criminal record, questions will only be asked about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.
- All those in Growing Roots who are involved in the recruitment process will be suitably trained to identify and assess the relevance and circumstance of offences and receive appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, for example as in the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, Growing Roots will ensure 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.
- Every subject of a DBS Disclosure will be made aware of the existence of the DBS Code of Practice and a copy will be available on request.
- Any matter revealed in a Disclosure will be discussed with the applicant before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar an applicant from working with Growing Roots. This will depend on the nature of the position and circumstances and background of any offences.

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