

Recruitment of Ex-Offenders Policy

1. Introduction

As a registered body with the Disclosure and Barring Service (DBS), disAbility Cornwall & the Isles of Scilly complies with the DBS Code of Practice under Section 122 of the Police Act 1997. We are committed to treating all DBS applicants fairly and without discrimination.

2. Scope

This policy applies to all recruitment processes at disAbility Cornwall & the Isles of Scilly for roles eligible for criminal record checks under the Rehabilitation of Offenders Act 1974 (Exceptions) Order.

3. Our Commitment

We treat all applicants fairly. Having a criminal record will not automatically exclude anyone from employment. Each case is considered on its own merits, based on role relevance, risk, and rehabilitation.

We only ask about convictions we are legally entitled to know about. We will never ask for more than is necessary.

4. DBS Checks

We only carry out DBS checks when legally allowed and when relevant to the role. If a role requires a check, this is clearly stated in job adverts and recruitment packs.

Our application form gives applicants an opportunity to disclose any convictions that could be revealed by a DBS check that could affect a job offer. This gives applicants the chance to disclose sensitive information in a private, fair, and respectful way.

We will speak with an applicant about any disclosures before making a final recruitment decision. If relevant details are not disclosed, we may withdraw a conditional job offer.

5. Access to This Policy

This policy is available on our website for all job applicants to view.

6. Associated Policies

- Recruitment and Selection Policy
- Equality, Diversity & Inclusion Policy

- Safeguarding Policy
- Data Protection and Confidentiality Policy
- Disciplinary Policy



7. Monitoring and Review

This policy will be reviewed 3-yearly, or sooner if required due to legislative, regulatory, or organisational change by the HR Manager and the Governance & Compliance Officer, approved by the CEO, and distributed to staff.

8. Equality and Human Rights Statement.

This policy has been reviewed for its impact on equality and human rights. It supports our commitment to fairness, inclusion, and respect for all.

Document Control		
Approved by the Chief Executive		
Date of Adoption	June 2025	
Reviews conducted	Review Date:	
	June 2026	Updated to provide applicants with an opportunity to disclose relevant convictions through the application process, clarify policy accessibility via the organisation's website, revise review arrangements to a three-year cycle, and make minor wording updates to improve clarity and consistency.
Review Due	June 2029	
Authors	HR Manager, Governance & Compliance Officer	