Recruitment of Ex-Offenders Policy

Commitment

Voluntary and Community Action Sunderland welcomes applications from appropriately qualified people with criminal records and is committed to equality of opportunity in all recruitment.

Considering criminal records

We consider a criminal record only when the conviction is relevant to the role. Applicants need not disclose convictions that are "spent" under the Rehabilitation of Offenders Act 1974 unless the work requires disclosure.

An unspent conviction will not automatically prevent employment. We assess:

- the circumstances and background of the offence or offences; and
- the assessed risk in relation to the role.

DBS checks

Some roles require a Disclosure and Barring Service (DBS) check because of the nature of the work. Applicants will be told when a check is required.

For roles without a DBS check, only shortlisted candidates will be asked about unspent convictions. We expect honesty, consider each candidate's overall suitability, and seek to give ex-offenders a fair opportunity.

Confidentiality and retention

Criminal-record information supplied by an individual or the DBS will be:

- kept confidential and secure;
- shared only with authorised persons; and
- retained only for recommended good-practice periods.

February 2025