



## **ETF POLICY FOR RECRUITING EX OFFENDERS**

### **1 Introduction**

#### **1.1**



3.3 Roles in our organisation are covered by the Rehabilitation of Offenders Act 1974, which means that job applicants for these jobs cannot be treated unfavourably because they have a spent conviction. We will not automatically refuse to employ someone just because they have a previous criminal conviction.

3.4 At some stage during the recruitment process, our organisation will ask job applicants to disclose unspent convictions. We will not ask job applicants questions about spent convictions or expect anyone to disclose spent convictions.

3.5 If a job applicant has a conviction that is unspent and if the nature of the offence is relevant to the job they are applying for, we will review the individual circumstances and may, at our discretion, not select the individual for employment.

#### **4 Data protection**

4.1 Our organisation processes information about individuals' criminal records in accordance with our data protection policy. [View our Recruitment Privacy Policy.](#)

4.2 We are committed to going through the proper DBS channels to establish whether an individual has a criminal record. We will not require job applicants or existing employees to use their subject access rights under data protection provisions to provide criminal record details.



<b>Version 1.0 authorisation and approval:</b>		
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<b>Approved by:</b> SLT	<b>Title:</b> Senior Leadership Team	<b>Date:</b> tbc

<b>Revision History:</b>					
Timing of revision and outline of frequency of revision required					
Version	Date	Description of changes	Reason	Reviewed / updated by	Approval from

<b>Policy Owner:</b>
Director of Corporate Services

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