



SPAGHETTI BRIDGE

Rehabilitation of Offenders Policy

Policy Owner	Kelly Newton
Applies to	All services and departments
Associated Documents	Safer Recruitment Policy Equality Policy Child Protection & Safeguarding
Review Frequency	<i>Every two years</i>
Date of Implementation	<i>March 2023</i>
Review Date	<i>October 2022</i>
New Review Date	<i>March 2025</i>

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1. Introduction

Purpose/Aim

The purpose of this policy is to set out the principles and practice of the Spaghetti Bridge in relation to the recruitment of ex-offenders.

Legal Framework

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Spaghetti Bridge complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly

2. Scope

This policy applies to any person who makes an application to work at Spaghetti Bridge and to all existing staff across our services.

3. Policy Statement

Spaghetti Bridge undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Spaghetti Bridge can only ask an individual to provide details of convictions and cautions that Spaghetti Bridge are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

Spaghetti Bridge can only ask an individual about convictions and cautions that are not protected.

Spaghetti Bridge 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.

This policy on the on the recruitment of ex-offenders, which is made available to all applicants at the start of the recruitment process, via a link.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

Spaghetti Bridge select all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

Spaghetti bridge ensures that all those in the Group who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

Spaghetti Bridge also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, the Group ensures 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.

Spaghetti Bridge makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request

Spaghetti Bridge undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

4. Roles & Responsibilities

Implementation

All school leaders, Business Managers, Recruiting Managers and the HR Business Partner are responsible for the implementation of this policy.

5. Support, Advice and Communication

For further support, guidance or feedback regarding this policy please contact the HR Business Partner