



**A world in which Autism is celebrated.**

Registered Charity No. 1152188

## **Employment**

### **41. Recruitment of Ex-Offenders.**

As an organisation assessing applicant's 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), Sunbeams Play complies fully with the Code of Practice and undertakes to treat all applicant's for positions fairly. Sunbeams Play undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

- Sunbeams Play can only ask an individual to provide details of convictions and cautions that Sunbeams Play is 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 (2013 and 2020) as amended and where appropriate Police Act Regulations (as amended 2003 and 2020), Sunbeams Play can only ask an individual about convictions and cautions that are not protected.
- Sunbeams Play 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 dependents, age, physical/mental disability or offending background.
- Sunbeams Play has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.
- Sunbeams Play actively promotes equality of opportunity for with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Sunbeams Play selects all candidate dates for interview based on their skills, qualifications and experience.
- An application for a Disclosure and Barring Service check is only submitted to DBS after a thorough risk assessment has indicated one is both proportionate and relevant to the positions concerned. For those positions where a DBS 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.

- Sunbeams Play ensures that all those in Sunbeams Play who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Sunbeams Play 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, Sunbeams Play 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 the withdrawal of an offer of employment.
- Sunbeams Play makes every subject of a criminal record check submitted to the DBS aware of the existence of the Code of Practice and makes a copy available on request.
- Sunbeams Play undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

This policy was adopted on

20<sup>th</sup> April 2015

Policy updated

April 2024

Next review date

February 2027

Signed on behalf of the management committee

Name of Signatory – Sue Carr

Role of Signatory - CEO

Reviewed By	Date
Sue Carr	24/04/2024
Sue Carr	18/08/2025
Sue Carr	29/04/2026