



*Housing Advice, Advocacy and Support*

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Manna House (Cumbria): Registered Charity No. 1147785

Company Limited by Guarantee 08041948

## **Recruitment of Ex-Offenders**

Manna House complies fully with this code of practice and undertakes to treat all applicants for positions fairly, being an organisation which assesses applicants' suitability for positions included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order and using criminal record checks processed through the Disclosure and Barring Service (DBS).

- Manna House actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records.
- Manna House selects all candidates for interview based on their skills, qualifications and experience.
- Manna House undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Manna House is committed to the fair treatment of its staff, potential staff, volunteers and users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental ability or offending background.
- Manna House ensures that all those in Manna House who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- Manna House 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
- 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),

Manna House can ask an individual only about convictions and cautions that are not protected.

- Where relevant, a risk assessment will be made, i.e., no access to petty cash for those with a finance conviction.
- This policy on the recruitment of ex-offenders will be made available to all applicants at the start of the recruitment process.
- For those positions where a criminal record check is identified as necessary, an application for a criminal record check is submitted to DBS and 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.
- Key applicants are encouraged to disclose offences rather than Manna House learning of it through a DBS result.
- At interview, or in a separate discussion, Manna House 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.
- Manna House undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.