



Recruitment of Ex Offenders

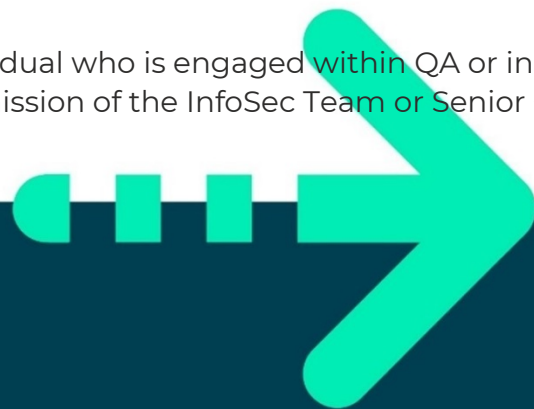
Prepared by: Bandna Rana

Version: 1

Date: 06/02/2024

INTERNAL

The document may be disclosed to any individual who is engaged within QA or in direct connection with QA's business with the permission of the InfoSec Team or Senior Counsel.



Version Control

Document Approval		
Name	Position	Viewed / Comments
Steph Walker	Head of People	

Version History			
Version	Issue Date	Author	Description of Change
V1	06/02/2024	Bandna Rana	New policy

CONTENTS

1	Introduction.....	4
1.1	Level 1.1 Title.....	4
2	Heading.....	Error! Bookmark not defined.
3	Heading.....	Error! Bookmark not defined.
4	Compliance.....	6
5	Policy Review and Maintenance	6

1 Introduction

The aim of this policy is to state QAs approach towards employing or offering volunteering opportunities to people who have criminal convictions.

QA is committed to equality of opportunity for all job applicants and aims to select people for employment or volunteering opportunities on the basis of their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training.

QA will therefore consider ex-offenders for employment on their individual merits.

We are committed to the equality of opportunity for all candidates and providing recruitment which is free from unfair and unlawful discrimination.

QA actively promotes equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on those who meet the required standard of skills, qualifications and experience for the role, as detailed in the person specification.

In line with the Police Act 1997 (Part V), the Rehabilitation of Offenders Act (ROA) 1974 (amendment England and Wales 2020), its updates and The Protection of Freedoms Act 2012, QA uses Giant Screening to carry out Disclosure checks for potential employees via the Disclosure and Barring Service (DBS)(for England and Wales). In Scotland such checks are undertaken via Disclosure Scotland) in relation to the ROA 1974 (Exclusions and Exceptions (Scotland)) Order 2003, and its updates.

QA will only ask about convictions which are defined as “not protected” for the purposes of obtaining a Basic, Standard or Enhanced disclosure. Where a candidate declares a conviction which they were not required to declare (i.e. protected), QA will not use this as part of any selection decision.

2 Procedure

Job adverts and job descriptions will specify the disclosure check required for the role.

Candidates are not asked to make any self-declaration in relation to criminal convictions at application stage. Shortlisting decisions are made solely on the evidence provided in the application form, against the criteria set out in the person specification within the job description.

If shortlisted, candidates will be asked to complete a criminal self-declaration form prior to their interview. Any disclosure relevant under the ROA may be discussed prior to or during the interview.

QA will ask candidates to disclose any convictions not covered by the ROA. If anything relevant is disclosed, QA will review the individual circumstances of the case and will perform a risk assessment. We may, as a result of the risk assessment, decline to select the individual for employment.

For further information on criminal record self-declarations and what is required to be disclosed please refer to [Nacro](#) (DBS guidance), [Disclosure Scotland](#), and the [Ministry of Justice website](#).

3 Roles covered by the Rehabilitation of Offenders Act 1974

QA will not automatically refuse to employ a particular individual just because they have a previous criminal conviction.

During the recruitment process, QA will ask applicants to disclose any unspent convictions, but will not ask applicants questions about spent convictions, nor expect them to disclose any spent convictions.

If an applicant has a conviction that is not spent and if the nature of the offence is relevant to the role for which they have applied, QA will review the individual circumstances of the case and may, at its discretion, decline to select the individual for employment.

4 Roles that are exempt from the Rehabilitation of Offenders Act 1974

If the role into which QA is seeking to recruit is one of the excluded jobs listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013, the organisation will require the applicant to disclose all convictions, whether spent or unspent (other than where protected cautions and protected convictions do not need to be disclosed, depending on the job concerned). Even in these circumstances, however, QA will not refuse to employ to a particular individual unless the nature of the conviction has some relevance to the role for which the individual has applied.

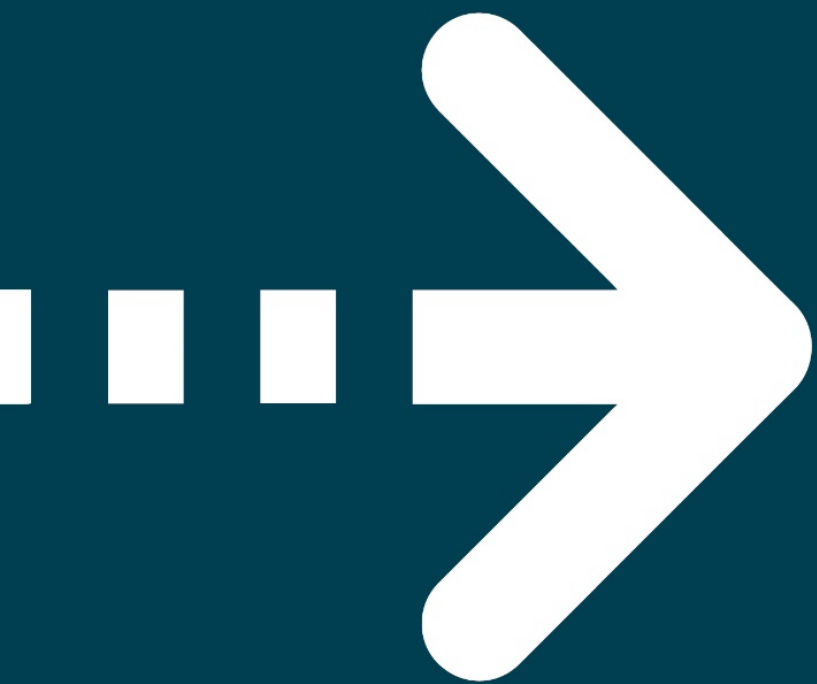
Furthermore, if the role is exempt, QA will, once it has selected the person to whom it wishes to offer employment, seek documentary evidence about that person's criminal convictions. QA will seek the applicant's agreement to make a joint application to the Disclosure and Barring Service (DBS) for a standard, enhanced or enhanced with DBS children barred lists check. Where the individual is member of the DBS update service, the organisation will, with their permission, carry out a status check on any current certificate.

5 Compliance

Any violation or attempted violation of this Policy may result in disciplinary action. This may extend to summary dismissal for employees, expulsion or withdrawal of programmes of study for apprentices, or the termination of a contract for provision of services by a supplier.

6 Policy Review and Maintenance

This Policy shall be reviewed by the Information Security Team annually or whenever there is a significant change that may affect its content, e.g. legislation, strategy or organisation. Changes shall be approved by the Chief Information Security Officer (CISO) or delegated approver.



QA