



Partneriaeth Gweithredu
Adferol Cymru

Wales Restorative
Approaches Partnership

Recruitment, Employment and Volunteering of Ex-offenders Policy

Status:	Current
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Governance Responsibility:	Lyn Richards
Strategic Responsibility:	Julia Houlston Clark
Operational Responsibility:	Julia Houlston Clark & Leanne Morgan
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Recruitment, Employment and Volunteering of Ex-offenders Policy

Scope and Purpose of Policy

This Policy sets out the principles for recruitment, employment and volunteering programs of ex-offenders, including those on licence from prison, with Wales Restorative Approaches Partnership (W.R.A.P.). It is of relevance to all within the organisation, including volunteers, staff, members, associates and those elected or appointed to positions of responsibility.

This policy is endorsed by the board, management, staff, volunteers and service users of W.R.A.P. and will be reviewed by those responsible every 12 months to ensure that it remains appropriate to the needs of W.R.A.P. and its staff, associates, volunteers and service users.

Legal Framework

- Rehabilitation of Offenders Act 1974 (amended) 1975 (England and Wales) Order 2013
- Equality Act 2010
- The Code of Practise published under Section 122 of the Police Act 1997 (Criminal Record Certificates: relevant matters) (amended) (England and Wales) Order 2013
- POVA
 - Please refer to Wales Interim Policy and Procedures for the Protection of Vulnerable Adults from Abuse (January 2013)

Background and Rationale

W.R.A.P. meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, any applicants for this post who are offered employment or who become volunteers for this organisation will be subject to a DBS check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. **A criminal record will not automatically bar a person from successfully taking up this post. In fact W.R.A.P. is particularly interested in working with ex-offenders for their particular experiences.**

It is recognised and supported by W.R.A.P. that opportunities and skills many ex-offenders can bring through experience can be highly valuable however with regard to Child Protection and POVA frameworks there needs to be a clear policy on the exceptions to enhanced DBS checks and suitability for positions at W.R.A.P. There also need to be clear contractual expectations, including those which are behavioural and procedures to follow if these are not met as WRAP models the highest standards and practises.

Commitment

Wrap recognises their social responsibility and the right that people have to participate in the life of their communities through volunteering. It also acknowledges that volunteers contribute in many ways, that their contribution is unique and that volunteering can benefit users of services, staff, local communities. W.R.A.P. values the

Recruitment, Employment and Volunteering of Ex-offenders Policy

contribution made by former offenders and is committed to involving former offenders in appropriate positions and in ways which are restorative, encouraging, and supportive and which develop volunteering and employment.

W.R.A.P. recognises its responsibility to arrange its volunteering and employment efficiently and sensitively so that the valuable gift of any volunteer's time is best used to the mutual advantage of all concerned.

Definition

As an enhanced DBS check is required an ex-offender is defined as anyone who has a previous conviction, spent or unspent, or any reprimands or cautions.

Exceptions

If the job requires a criminal record check, and this shows that someone's not suitable for a job because of a spent conviction or caution, the employer can withdraw a job offer. The employer should tell the applicant that an exception applies. Criminal record checks are carried out by the Disclosure and Barring Service (DBS), which used to be the Criminal Records Bureau (CRB). CRB checks are now called DBS checks.

Statement of values and principles

At all times W.R.A.P. will work in a way which:

- places people and relationships at the centre of everything undertaken, working with them rather than for them or to them;
- demonstrates and models the best of restorative working;
- demonstrates the best of expertise, infrastructure, value, skills and commitment;
- utilises and shares the best strengths, assets and skills of each staff member, volunteer, Director, Associate and Consultant;
- shares learning;
- is based on open, honest and trusting relationships;
- is proactive in seeking opportunities for partnership.

Recruitment & Selection

W.R.A.P. values skills from all areas of the community and is not adverse to employing or taking on volunteers with an offending history background. W.R.A.P. will actively recruit from communities, groups or individual service users they work with if they believe them to have valuable skills, knowledge or experience to offer.

At interview, or on a separate discussion W.R.A.P. will ensure that an open, measured and restorative conversation takes place on the subject of any offences or other matter that might be of relevance to the position. Once in employment, staff/volunteers should inform their line manager, in confidence, of any changes to

Recruitment, Employment and Volunteering of Ex-offenders Policy

their circumstances affecting their criminal records status, in order that the impact upon their suitability to undertake their role may be reviewed. DBS checks will be carried out each year.

Insurance

All staff and volunteers will be covered under W.R.A.P. insurance without charge to them.

Confidentiality

All information received as part of this process will be treated as highly confidential and in line with W.R.A.P.'s policy regarding the security, storage and retention of applicant and staff criminal records information, as required by the CRB. Any discussions around past convictions or other sensitive matters will always be held restoratively. Honesty and confidentiality are upheld by W.R.A.P. as some of our highest principles. Any staff member or volunteer who feels their confidentiality have been breached are advised to refer to the Relationship Management Policy and Procedure.

Relationships and Behavioural Agreements

W.R.A.P. recognises that ex-offenders who are in paid employment or volunteering from prison will always be subject to licence conditions. W.R.A.P. requests a copy of this licence before any position is granted and that the potential employee/volunteer agrees to W.R.A.P.'s request of an up-to-date risk assessments of their current probation officer and any other relevant risk assessments the resettlement unit in the prison usually conduct. Risk assessments from ex-offenders on licence in the community is also a request of W.R.A.P. before a position within the organisation is approved.

W.R.A.P. would also require a **Relationships & Behavioural Contract** signed in honour from the potential employee/volunteer before they start which details the roles and responsibilities expected of them and the behaviours which are deemed strictly unacceptable and in conflict with W.R.A.P.'s core value system. This will all take place during a restorative discussion where any questions can be answered. Details of W.R.A.P.'s values and vision can be found in our governance documents and will be explained in detail.

Location and Access to the Policy

This is available from the W.R.A.P. website and intranet and may be out of date if printed.

Policy Awareness Form

Policy Name: _____

We, the undersigned, confirm that we have read and understood the contents of the above named policy.

(all board members, staff members, associates and volunteers are required to sign)

Date	Name (printed)	Signature