



Ex-offenders Policy

Purpose and aim of the policy

Ross CDT exists to promote voluntary action, in order to improve individual well-being and community resilience in Ross-on-Wye. We are committed to protect and maintain the dignity of all who are in contact with our organisation and all who work with us, including ex-offenders, whilst safeguarding vulnerable people to whom we offer services. Ross CDT undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Scope of the policy statement

This policy applies to RossCDT trustees and all staff and volunteers with responsibilities for the recruitment of paid staff and volunteers.

Context

As an organisation assessing applicants' suitability for paid positions or volunteering opportunities which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Ross-on-Wye Community Development Trust (Ross CDT) complies fully with the [DBS Code of Practice](#) and undertakes to treat all applicants for positions fairly.

Policy statement

Ross CDT can only ask an individual to provide details of convictions and cautions that Ross CDT are legally entitled to know about. 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, and therefore a DBS certificate at either standard or enhanced level can legally be requested:

- Ross CDT can only ask an individual about convictions and cautions that are not protected.
- Ross CDT is committed to the fair treatment of its staff, volunteers, potential staff/volunteers or users of its services, regardless of race, sex, religion, sexual orientation, gender reassignment, responsibilities for dependants, age, physical/mental disability or offending background.
- Ross CDT has developed this policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
- Ross CDT 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.
- Ross CDT selects 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.
- Ross CDT ensures that all those in Ross CDT who are involved in the staff and volunteer recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- Ross CDT 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, Ross CDT 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 or volunteering opportunity.

Ross CDT 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.

Ross CDT undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment or volunteering opportunity.

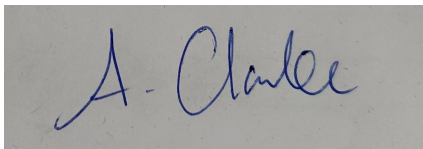
Dates

Adopted by Ross-on-Wye CDT trustee board on 5th November 2020.

Last reviewed 9th June 2026

Next review due June 2027, then annually.

Signature

A handwritten signature in blue ink, reading 'A. Clarke', on a light grey rectangular background.

Chair of Trustees