

# Recruitment of Ex-Offenders Policy



*Harborne Orchestra*

1. Harborne Orchestra may sometimes have occasion to assess the suitability of applicants for positions within the orchestra, (for example when appointing a Conductor, Treasurer or other Committee member or Safeguarding Officer). This policy outlines Harborne Orchestra's commitment to comply with the relevant legislation and use best practice.
2. As an organisation assessing applicants' 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), Harborne Orchestra will comply with the Home Office Code of Practice for DBS Registered Persons (Code of Practice), and undertakes to treat all applicants for positions fairly.
3. Harborne Orchestra undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
4. Harborne Orchestra can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about, being 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).
5. In accordance with the Code of Practice, Harborne Orchestra can only ask an individual about convictions and cautions that are not protected.
6. Harborne Orchestra is committed to the fair treatment of its freelancers, members, volunteers, potential freelancers, members and volunteers or concert audiences, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
7. This policy on the recruitment of ex-offenders, will be given to all DBS applicants in writing or electronically at the start of a recruitment process.

- 8.** Harborne Orchestra is committed to providing equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including ex-offenders.
- 9.** Harborne Orchestra selects all candidates for positions in the organisation based on their skills, qualifications and experience.
- 10.** An application for a criminal record check will only be submitted to DBS where 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.
- 11.** Harborne Orchestra endeavours to ensure that all those in the organisation who are involved in the recruitment process will be suitably trained to identify and assess the relevance and circumstances of offences. It also endeavours to ensure that they will have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, including the Rehabilitation of Offenders Act 1974 as amended.
- 12.** At interview, or in a separate discussion, Harborne Orchestra endeavours to ensure that an open and frank discussion takes place with the Committee on the subject of any offences, or any 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.
- 13.** Harborne Orchestra will make every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice, and will provide a copy in writing or electronically.
- 14.** Harborne Orchestra undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of recruitment.
- 15.** All information obtained through a DBS check will be processed and held in accordance with Harborne Orchestra's Data Protection Policy.