

Recruitment of Ex-Offenders Policy

This policy refers to the recruitment of staff, volunteers and secondees within England, Wales, Scotland and Northern Ireland. We will provide a copy of this policy to anyone who requests to see it.

The Prince's Trust is committed to equality of opportunity and welcomes 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, experience and behaviors, as outlined in the role description.

The Prince's Trust uses disclosure and barring service checks to help assess an applicant's suitability for employment, voluntary positions, and other relevant purposes. Where a role includes 'regulated activity':

- Applicants are made aware at the outset that the role is subject to a disclosure and this policy is made available and the Statement on the Recruitment of Ex-Offenders
- Having a criminal record will not necessarily prevent individuals from working with us
- Applicants selected for interview will be expected to answer a number of self-declaration questions relating to a potential criminal record

An open, measured and recorded discussion takes place at interview on the subject of any offences or other matters that might be considered relevant to the role. Failure to reveal information that is directly relevant could lead to withdrawal of an offer of employment or appointment.

The Prince's Trust ensures that all those who are involved in the recruitment and decision making process receive appropriate guidance in the relevant legislation relating to the recruitment or appointment of ex-offenders.

Applicants offered a role will be required to undergo a disclosure and barring service check of a type appropriate to the role.

The Prince's Trust will conduct a formal review process for any adverse records revealed on a disclosure certificate. Any such disclosure will be subject to a fair assessment and we undertake to discuss any matter revealed in a disclosure with the person seeking the positions. However, it is at the discretion of the Prince's Trust whether an offer of employment or appointment is withdrawn.

The Prince's Trust complies fully with relevant legislation and Codes of Practice** in connection with the use of information supplied under Part V of the Police Act 1997 and the Protection of Vulnerable Groups (Scotland) Act 2007. Through this policy, every individual who is the subject of a disclosure and barring check, is made aware of the existence of the relevant Code of Practice. Links to these codes are provided below.**

Linked Policies and Documents:

**Codes of practice – please select appropriate link:

For England and Wales: [DBS England & Wales](#)

For Scotland: [PVG Scotland](#)

For Northern Ireland: [Access NI Northern Ireland](#)