**Recruiting ex-offenders**

Diabetes UK undertakes to treat all applicants for roles fairly and not to discriminate unfairly or unlawfully against the subject of a criminal records check on the basis of conviction or other information revealed.

The guidance in this appendix to our recruitment and selection policy is available to all applicants on the Diabetes UK jobs page on our website.

We are committed to equality of opportunity and to following practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race, colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability political opinion or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential, and 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 as outlined in the criteria listed in our job descriptions.

We will request a criminal records’ check only where this is considered proportionate and relevant to the particular position. This will be based on a thorough risk assessment of that position and having considered the relevant legislation which determines whether or not a Standard or Enhanced Disclosure is available to the position in question.

Where a criminal records’ check is deemed necessary for a post or position, all applicants will be made aware at the initial recruitment stage that the position will be subject to a check and that we will request the individual being offered the position to undergo an appropriate check based on the requirements of the relevant authorities in England, Northern Ireland, Scotland and Wales.

In line with the Rehabilitation of Offenders legislation we will only ask about convictions which are defined as “not protected” for the purposes of obtaining a Standard or Enhanced disclosure.

We undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. We may consider discussing any matter revealed in the criminal records check. See our procedure on the next page.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of the conditional offer of employment.

We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of criminal records check information. We will ensure links to relevant codes of practice are available on our recruitment portal.

Our procedure

Having a criminal record will not necessarily bar an applicant from working with us. This will depend on the nature of the role together with the circumstances and background of the offences and other information contained on the criminal records check certificate.

A risk assessment panel should consider the information and make the final decision about any concerning information. The panel is made up of these people and can be a virtual meeting by phone or video conference call:

-            Safeguarding Lead

-            Director of People and Organisational Development

-            Relevant departmental director.

However, if any of the panel are the applicant’s peer and/or there is a conflict of interest then we will find an alternative panel member.

The decisions the panel can make are:

-            The applicant is appointable with no further action.

-            Further exploration of the information is required before a decision can be made.

-            Further checks or information gathering is required before a decision can be made.

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