



Policy for Ex-Offenders as Volunteers / Committee Members

1. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Radley Good Neighbours (RGN) complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
2. RGN is committed to the fair treatment of its Volunteers, Committee Members and Clients, regardless of offending background.
3. This written policy will be made available to all DBS applicants at the outset of an application to be a Volunteer / Committee Member. Every applicant will also be made aware of the existence of the DBS Code of Practice, a copy of which will be made available to them on request.
4. RGN 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. We shall select all candidates for Volunteers / Committee Members based on their skills, qualifications and experience.
5. All Volunteers / Committee Members may have contact with elderly / vulnerable people on a one-on-one basis, including access to property. DBS checks will therefore be required on all applicants who pass an initial screening process which is consistent with this policy.
6. All applicants who pass the initial screening will be asked to provide details of any "unspent" conviction. This information will be requested to be sent under separate, confidential cover, to a designated person within the RGN which guarantees that the information will only be seen by those who need to see it as part of the Volunteer / Committee Member acceptance process. Table One shows the Rehabilitation of Offenders Act 1974 definition of 'unspent' convictions.
7. Those in RGN who are involved in the application process will be suitably trained to identify and assess the relevance and circumstances of offences. They will also receive appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
8. At interview, or in a separate discussion, RGN will ensure 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.
9. Any adverse matter revealed in a DBS check will be fully discussed with the person before their application may be rejected.



The following sentences become spent after fixed periods from the date of conviction.	Rehabilitation Period	
	Over 18 when convicted	Under 18 when convicted
Sentence		
Prison sentence (including suspended sentences) 6 months to 2.5 years	10 yrs	5 yrs
Prison sentence (including suspended sentences) 6 months or less	7 yrs	3.5 yrs
Fines, probation, compensation, community service, reparation orders, curfew orders	5yrs	2.5 yrs
Absolute discharge	6 mths	6mths
Please note: Custodial sentences of more than two and a half years never become spent. A custodial sentence, also known as a sentence of imprisonment, or detention, is where the offender is detained in custody for a period of time.	Never	Never

Table One: Periods after which a sentence becomes spent
(from the APCS web-site at <http://www.criminalrecordchecks.co.uk/criminal-convictions/crb-disclosure-spent-unspent-convictions.htm>)