

# Lancaster Green Spaces - ex-offenders policy v.1

## Key details

- Policy prepared by: Simon Gershon, Trustee
- Approved by trustees on: 22/11/2018
- Policy operational on: 1/12/2018
- Next review date: 1/12/2020

Lancaster Green Spaces (LGS) uses the Disclosure and Barring Service (DBS) to check if an applicant is suitable for a position of trust. We comply with the DBS Code of Practice in:

- fairly treating applicants who have a criminal record
- not discriminating unfairly against someone because of a conviction or other information we learn from the DBS.

We only request a Disclosure if our risk assessment for the position shows a Disclosure is needed.

When we need a Disclosure:

- all recruitment materials will say that the person offered the position will be asked for a disclosure.
- we ask applicants to provide details of their criminal record alongside their application form. We guarantee that it is only seen by those who need to see it.

For posts exempt from the Rehabilitation of Offenders Act 1974 (ROA), such as roles working with children or vulnerable adults, we can ask about an applicant's whole criminal record. For all other roles, we only ask about convictions that are "unspent" under the Act. The Act says that a conviction becomes "spent" after a rehabilitation period if there are no more convictions during that time. For example, a sentence of between 6 months and 2½ years in prison has a rehabilitation period of 10 years. A conviction with a sentence of more than 2½ years in prison can never be spent.

At interview, or in a separate discussion, we will talk about the offences or other relevant matters in an open and measured way. If the applicant does not reveal information that is directly relevant to the position, we may withdraw an offer to be a trustee or other position of trust.

If a criminal record is disclosed, we will discuss the disclosure with the applicant before deciding if we will withdraw an offer to be a trustee or other position of trust.

Having a criminal record doesn't necessarily mean that an applicant can't work with us; it depends on the position and the offences.