

As an organisation using the Disclosure and Barring Service (DBS) to assess candidates' suitability for positions of trust, London Youth complies fully with the DBS Code of Practice and undertakes to treat all candidates fairly. London Youth undertakes not to discriminate unlawfully against any candidate who is required to provide information through this process. The information provided is known as a Disclosure.

London Youth's policy on the recruitment of ex-offenders will be made available to all candidates at the outset of the recruitment process.

Subject to the policy set out below, London Youth 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. London Youth selects all candidates for interview on the basis of their skills, qualifications and experience.

All staff and volunteers over the age of 16 at every level should be DBS checked on appointment, irrespective of the post they are applying for. Any appointees who work one to one with young people will not be permitted to take up their post until a DBS check has been undertaken. Any appointees who do not work directly with young people may take up their post pending a DBS check. However, no person shall start work whose DBS form has not been submitted. Further, a risk assessment will be carried out by the line manager for all new staff members or volunteers who have incomplete DBS returns at their start date should be inducted under strict supervision. The induction programme should ensure that any contact with individuals or groups of young people takes place only when supervised by an experienced and CRB cleared member of London Youth staff or a DBS cleared London Youth volunteer, and only in situations which are absolutely necessary.

In light of its policy, London Youth asks all applicants to provide details of any criminal record at an early stage on a separate form as part of the application process. London Youth guarantees that only those who need to see such information will see it, which excludes the individuals drawing up the shortlist of candidates for interview. Only after London Youth recruitment panels have conducted selection interviews and identified the preferred candidate, will the recruiting line manager be informed if the selected candidate has disclosed a criminal conviction. London Youth will then consider the individual's situation in line with its policy.

Under the Rehabilitation of Offenders Act 1974, London Youth requires all staff and volunteers to declare all convictions, even if they are spent. In determining suitability for appointment London Youth will consider the nature of the convictions carefully on a case by case basis. London Youth will give particularly close attention to offences which might directly impact on work with young people including but not limited to:

- Violent crime
- Driving offences (if the job requires driving responsibilities)
- Drugs and alcohol offences
- Sex offences
- Theft, fraud and deception

London Youth will ensure that all individuals involved in the recruitment process receive appropriate guidance and training in the legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.

London Youth will ensure that it discusses with the candidate the relevance of any offence to the job in question. A candidate's failure to reveal spent or unspent convictions could result in withdrawal of an offer of employment.

London Youth will ensure that it makes any candidate who is subject to Disclosure aware of the DBS Code of Practice.

London Youth undertakes to discuss any matter revealed in the Disclosure with the candidate before withdrawing the offer of employment.