



Policy on the Recruitment of Ex-Offenders for The Papillon Project

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), **THE PAPILLON PROJECT** complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. **THE PAPILLON PROJECT** undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
2. **THE PAPILLON PROJECT** can only ask an individual to provide details of convictions and cautions that **THE PAPILLON PROJECT** is legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), **THE PAPILLON PROJECT** can only ask an individual about convictions and cautions that are not protected.
3. **THE PAPILLON PROJECT** is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
4. This Policy is made available to all DBS applicants at the outset of the recruitment process.
5. **THE PAPILLON PROJECT** actively promotes 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 PAPILLON PROJECT** selects all candidates for interview based on their skills, qualifications and experience.
6. An application for a Disclosure and Barring Service check is only submitted after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is identified as necessary, all application forms, job adverts, volunteering opportunities and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
7. **THE PAPILLON PROJECT** ensures that all those in **THE PAPILLON PROJECT** who are involved in the recruitment process have been suitably trained to identify and assess

the relevance and circumstances of offences. **THE PAPILLON PROJECT** also ensures that they have received 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, **THE PAPILLON PROJECT** ensures 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, internship or volunteering opportunity.
9. **THE PAPILLON PROJECT** makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request.
10. **THE PAPILLON PROJECT** undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Approved by the Board of Trustees on 7 February 2024