

REHABILITATION OF OFFENDERS POLICY

Purpose

The Maggie Oliver Foundation is committed to equality of opportunity for all job and volunteer applicants and undertakes to treat all applicants for positions fairly. Applications are welcomed from a wide range of candidates, including those with criminal records. This Policy articulates our approach to applicants with criminal records.

Scope

This Policy applies to all potential and current employees, contractors, agents, volunteers, Trustees, or other members or associates of the Foundation.

Approach

By the very nature of the Foundation, we don't make judgements about anyone, and we are very open to listening and understanding about the personal circumstances of anyone who would like to work with or for us. We will of course balance this with our duty of care to and safeguarding of those accessing our services, but you should not feel that your circumstances or background will automatically prevent you joining the Foundation.

In fact, your personal circumstances and background may mean that you have experiences which could add unique perspectives and value to the services we provide.

The Foundations approach depends on whether the job is, or is not, exempt from the provisions of the Rehabilitation of Offenders Act 1974, but rest assured that disclosure is only requested where it is proportionate and relevant to the position concerned.

Ultimately, we encourage you to be open and we will listen.

Roles Covered by the Rehabilitation of Offenders Act 1974

The Foundation will ask you to disclose any spent and unspent convictions. While you are expected to declare any unspent convictions, you have the right not to disclose any spent convictions. We will ask you to complete a basic disclosure check with the Disclosure and Barring Service, and this check will be repeated every three years.

Roles that are Exempt from the Rehabilitation of Offenders Act 1974

The Foundation will ask you to disclose any spent and unspent convictions. You are expected to disclose any spent and unspent convictions. We will seek your agreement to make a joint application to the Disclosure and Barring Service (DBS) for an enhanced disclosure check, and this check will be repeated every three years.

New convictions

If you receive a conviction during your engagement with us, you must make us aware immediately.

Data Protection

The Foundation shall ensure that all information provided about an individual's criminal convictions is used, stored and handled appropriately and in accordance with its Data Protection Policy. Data collected during the recruitment process is processed only for the purposes of completing the recruitment process. Once recruited, information gathered during the vetting process will not be transferred to the individual's record.