



West Yorkshire
Fire & Rescue Service

Recruitment of Ex-Offenders Policy

OFFICIAL

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Revision and Signoff Sheet

Change Record

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Reviewers

| Name | Version Approved | Position | Organisation | Date |
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Distribution

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As an organisation using the Disclosure and Barring Service (previously Criminal Records Bureau) to assess applicants' suitability for positions of trust, West Yorkshire Fire and Rescue Service 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 Disclosure on the basis of a conviction or other information revealed.

West Yorkshire Fire and Rescue Service 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.

This written policy on the recruitment of ex-offenders, is made available to all Disclosure applicants at the outset of the recruitment process.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application packs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to the Human Resources Manager within West Yorkshire Fire and Rescue Service and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows West Yorkshire Fire and Rescue Service to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those staff in West Yorkshire Fire and Rescue Service who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure 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.

At interview, or in a separate discussion, we 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.

We make every subject of a Disclosure aware of the existence of the DBS Policy (ESPOL002) and a copy is available on the Employment Services Intranet site under the Policy Index pages.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us.

This will depend on the nature of the position and the circumstances and background of your offences.