



THE EMPLOYMENT OF EX-OFFENDERS

As an organisation using the Disclosing and Barring services (DBS) to assess applicants' suitability for positions of trust, Colourbox 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. As an organisation we also have due regard for the 'Barred by Association' rules and will request information relating to all residents/family members in your household.

Colourbox 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 policy regarding the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote 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. We select all candidates for interview based on their skills, qualifications and experience.

Disclosure forms part of the recruitment process for all successful applicants. 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 management team at Colourbox and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Colourbox reserves the right to ask questions about your entire criminal record, as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those at Colourbox 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.

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 will lead to withdrawal of an offer of employment. Enquiries will be made of all applicants as to whether any person living in the same house has been convicted of any offence – this information must be relayed to Ofsted as in some cases this may render an applicant unsuitable for employment with children.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with Ofsted and 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.

While in employment with Colourbox, should you be charged with any offence this should be disclosed to the HR Manager (Emma Groom) immediately.