



# Purple Elephant Recruitment of ex-offenders policy

- 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), Purple Elephant complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.
- Purple Elephant undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Purple Elephant can only ask an individual to provide details of convictions and cautions that Purple Elephant are 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).
- Purple Elephant can only ask an individual about convictions and cautions that are not protected.
- Purple Elephant is committed to the fair treatment of its staff, potential staff, activity providers and volunteers, and users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- Purple Elephant has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
- Purple Elephant 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.
- Purple Elephant select all staff, providers and volunteers based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, it will be made clear from the beginning of the process that such a check will be necessary.
- Purple Elephant will take relevant advice should a situation arise where they need to identify and assess the relevance and circumstances of offences.

- Purple Elephant also ensures that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- Through discussion, Purple Elephant 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 a contract offer or voluntary position.
- Purple Elephant 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.
- Purple Elephant undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer.

Signed ..... Date .....

Sue Willis  
Service Manager

Signed ..... Date .....

Rachel Griffin  
Chair of Trustees

Responsibility /Author	Service Manager
People intended for	Employees
Review frequency	Biannually
Date last amended	April 2023
Date approved by board	
Review date	March 2025
Document version	1.0

## Notes for Trustees: