

The Snowflake Trust Limited

Operating The Snowflake Winter Night Shelter

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

The Snowflake Trust (Snowflake) aims to provide equality of opportunity for all and we welcome applications from a diverse range of candidates.

Snowflake aims to complete Disclosure and Barring Service (DBS) checks for Staff and all Venue Co-ordinators (all Venue Co-ordinator posts are voluntary).

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are "spent" under the Rehabilitation of Offenders Act 1974. Having an "unspent" conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). However, any "unspent" convictions, which are not declared and subsequently revealed, may result in dismissal.

Under the Rehabilitation of Offenders Act 1974, a conviction will become "spent" (i.e. treated as if it had not occurred) where the individual has not, after a specified period of time, committed another serious offence. Rehabilitation periods vary depending on the type and length of conviction originally incurred. Snowflake has a legal obligation to protect children and vulnerable adults from people who have committed serious offences, and as such meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. DBS checks will include details of cautions, reprimands or final warnings, as well as convictions, including "spent" convictions and where the post is subject to Enhanced Disclosure, other relevant non-conviction information, such as police enquiries and pending prosecutions will be included.

Snowflake is committed to compliance with the Disclosure and Barring Service Code of Practice for Registered Persons and other recipients of Disclosure information. This Document can be viewed at <https://www.gov.uk/government/publications/dbs-code-of-practice>

If you have any queries or concerns, please contact info@snowflake-nightshelter.org.uk. If you are in any doubt about your declaration, you should seek further advice e.g. from the Citizen's Advice Bureau or local Law Centre.

Update: June 2016