



Balogun Bassey CIC - Recruitment of Ex-Offenders Policy

1. Introduction

Balogun Bassey CIC is committed to **fair recruitment practices** while ensuring the **safety and well-being** of the vulnerable children and adults we support.

As an organisation that requires **Disclosure and Barring Service (DBS) checks**, we comply with:

- The **Rehabilitation of Offenders Act 1974**
- The **DBS Code of Practice**
- The **Equality Act 2010**
- Relevant **safeguarding laws**

This policy outlines our approach to recruiting individuals with criminal records, ensuring we make **informed and balanced decisions** while safeguarding those we serve.

2. Key Principles

- Having a criminal record **does not automatically disqualify** an applicant from working with Balogun Bassey CIC.
- We only consider convictions **relevant to the role and level of risk involved**.
- All recruitment decisions are made **fairly, consistently, and in compliance with the law**.

3. DBS Checks and Legal Framework

Given our work with **vulnerable children and adults**, many roles require **Enhanced DBS Checks with Barred List checks**.

We will:

- Clearly state when a DBS check is required in job adverts.
- Conduct checks only after a **thorough risk assessment**.
- Only ask for information that we are **legally entitled to know**.
- Ensure that DBS disclosures are **handled confidentially**.

4. How We Assess Convictions

When a DBS check reveals a criminal record, we assess:

- The **nature, seriousness, and relevance** of the offence.
- The **circumstances** surrounding the offence.
- The **time elapsed** since the offence occurred.
- Whether there is a **pattern of offending**.
- The **applicant's attitude** and any evidence of rehabilitation.
- The potential **risk** to vulnerable individuals.

We will conduct an **open and honest discussion** with the applicant before making a final decision.

5. Safeguarding and Risk Management

- If a conviction **raises safeguarding concerns**, employment may be refused.
- If a conviction **is not relevant to the role**, it will **not affect employment**.
- Decisions are made **case by case**, ensuring **fair treatment** while prioritising the safety of vulnerable individuals.

6. Confidentiality and Data Protection

- Criminal record information is treated **confidentially and in line with GDPR**.
- DBS disclosures are only **shared with authorised personnel**.

- Information is securely stored and retained for no longer than necessary.

7. Policy Review and Approval

This policy has been approved by the Board of Directors and undergoes an annual review.

Last Review Date: March 1, 2025

Signed by:

A handwritten signature in black ink, consisting of a series of loops and a final upward stroke.

Samiat Balogun
Director

A handwritten signature in black ink, featuring a large 'A' followed by a stylized 'M'.

Amy Meite
Director