



Balogun Bassey  
Community Interest Company

## 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:** 1 March 2026

**Signed by:**

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke that ends in a small upward hook.

Samiat Balogun  
*Director*

A handwritten signature in black ink, featuring a large, stylized 'A' followed by a series of connected, flowing lines.

Amy Meite  
*Director*