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Regulatory requirement	Rehabilitation of Offenders Act 1974 (Exceptions) Order
Related documentation	Recruitment and Selection Policy Equality Policy

1. Purpose

Great Western Air Ambulance Charity (GWAAC) aims to be inclusive and welcoming, whilst also balancing the risk to the organisation of anyone we bring into a position of responsibility. 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), Great Western Air Ambulance Charity aims to comply fully with the [Government's DBS code of practice](#) and undertakes to treat all applicants for positions fairly.

2. Scope

This policy applies to all employee and volunteer positions.

3. Assessing and promoting positions

- 3.1. Each position will be considered individually, to ensure any DBS check is both proportionate and relevant to the position concerned, and that all posts requiring a DBS check have one.
- 3.2. For those positions where a criminal record check is identified as necessary, this will be made clear at the earliest practical opportunity.
- 3.3. All vacancy advertisements must 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.

4. Selection of candidates

- 4.1. Candidates will be selected for interview based on their skills, qualifications and experience, in line with our Equality Policy, and Recruitment and Selection Policy.
- 4.2. Candidates will be fairly treated regardless of any previous convictions or cautions, in line with our Equality Policy.

5. Gathering information about past offences

- 5.1. Individuals must only be asked to provide details of convictions and cautions that the charity is legally entitled to know about.

- 5.2. Applications for criminal record checks must only be made after a risk assessment has indicated that one is both proportionate and relevant to the position concerned.
- 5.3. An offer of employment or volunteering may be withdrawn if there has been a failure to reveal information that is directly relevant to the position sought.

6. Assessing disclosed information

- 6.1. All applicants must be treated fairly, so that we do not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- 6.2. All applicants disclosing a conviction must be reviewed by the Chief Executive, who will identify and assess the relevance and circumstances of offences.
- 6.3. Open and measured discussion must take place on the subject of any offences or other matter that might be relevant to the position, either at interview or in a separate private discussion.
- 6.4. Any matter of concern revealed on a DBS certificate must be discussed with the individual seeking the position before taking action, which may include withdrawing a conditional offer of employment.

7. Ongoing support of those with past convictions or cautions

- 7.1. All current and potential GWAAC employees and volunteers and users of its services must be treated fairly, regardless of any history of convictions or cautions, as outlined in our Equality Policy.

8. Duties, responsibilities and reporting

- 8.1. The Chief Executive leads on the risk assessment for each position and any matters disclosed on a DBS certificate.