

## Ex-offenders – staff or volunteers



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 [code of practice](#) and undertakes to treat all applicants for positions fairly.

Great Western Air Ambulance Charity undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Great Western Air Ambulance Charity will only ask an individual to provide details of convictions and cautions that Great Western Air Ambulance Charity are legally entitled to know about.

Great Western Air Ambulance Charity is committed to the fair treatment of its current and potential staff and volunteers and users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Great Western Air Ambulance Charity 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.

Great Western Air Ambulance Charity selects all candidates for interview 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, this will be made clear at the earliest practical opportunity.

Great Western Air Ambulance Charity ensures that all applicants disclosing a conviction are reviewed by the CEO who will identify and assess the relevance and circumstances of offences.

At interview, or in a separate discussion, Great Western Air Ambulance Charity 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 an offer of employment.

Great Western Air Ambulance Charity will discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.