East Sussex Community Voice

Recruitment of Ex-Offenders Statement

Policy Schedule

Version	Date of next review by ESCV Board	Date of adoption by ESCV Board
1	n/a	20th August 2026
2	August 2028	
3		
4		
5		

1 Purpose and scope of this Policy Statement

1.1 As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, East Sussex Community Voice CIC fully complies with the DBS Code of Practice and is committed to treating all applicants fairly.

1.2 We do not discriminate unfairly against any individual based on a criminal conviction or other information revealed through a Disclosure. We are committed to the fair and respectful treatment of our staff, potential staff, volunteers, and service users, regardless of race, gender, religion or belief, sexual orientation, responsibilities for dependants, age, physical or mental disability, or offending background.

1.3 We recognise the value that individuals with lived experience, including those with criminal convictions, can bring to our organisation. We actively promote equality of opportunity and welcome applications from a wide range of candidates. All applicants are assessed on their skills, qualifications, experience, and potential.

1.4 We have a written policy on the recruitment of ex-offenders, which is made available to all applicants at the outset of the recruitment process.

East Sussex Community Voice, Unit 31, The Old Printworks, 1 Commercial Rd, Eastbourne BN21 3XQ
Registered Company No: 08270069
email: info@escv.org.uk

2 Disclosure and Privacy

2.1 A DBS Disclosure is only requested where a thorough risk assessment has determined that it is both proportionate and relevant to the position. Where a Disclosure is required, this will be clearly stated in all job adverts, application forms, and recruitment materials.

2.2 Where appropriate, we encourage applicants invited to interview to disclose relevant criminal record information at an early stage. This information should be provided under separate, confidential cover to the Chief Executive of East Sussex Community Voice and will only be shared with those directly involved in the recruitment process where appropriate.

2.3 Unless the nature of the role permits it, we will only ask about unspent convictions, in line with the Rehabilitation of Offenders Act 1974.

2.4 We ensure all staff involved in recruitment are appropriately trained to assess the relevance and circumstances of offences, and have a clear understanding of the relevant legislation, including the Rehabilitation of Offenders Act 1974.

2.5 Where information is disclosed, we will ensure that any discussion takes place in an open, respectful, and balanced way, either at interview or separately if appropriate. We recognise the importance of context and will consider each situation individually. Failure to disclose information that is directly relevant to the role may result in the withdrawal of a conditional offer.

2.6 We make all applicants aware of the DBS Code of Practice and will provide a copy on request.

2.7 Before any final decision is made to withdraw a conditional offer based on Disclosure information, we will discuss the matter with the individual concerned.

3 Equality

3.1 Having a criminal record does not automatically prevent someone from working or volunteering with East Sussex Community Voice. Any decision will be based on the nature of the role, the relevance of the offence, and the individual's circumstances.

East Sussex Community Voice, Unit 31, The Old Printworks, 1 Commercial Rd, Eastbourne BN21 3XQ
Registered Company No: 08270069
email: info@escv.org.uk

4 Compliance, monitoring and review

4.1 The Board of ESCV has the ultimate responsibility for implementing and reviewing this statement. The board will scrutinise our work on disclosure to ensure that we meet our legal, ethical and operational commitments.

4.2 The ESCV Chief Executive holds the day-to-day responsibility for ensuring that this statement is implemented.

4.3 This statement will be reviewed and updated on a two-year rolling basis by the ESCV Board.

4.4 This statement may be revised sooner if there is a change in working premises, conditions or laws directly affecting disclosure or any other aspect embedded in the document.

East Sussex Community Voice, Unit 31, The Old Printworks, 1 Commercial Rd, Eastbourne BN21 3XQ
Registered Company No: 08270069
email: info@escv.org.uk

5 Approval and Adoption

Author/Reviewer	Veronica Kirwan, Chief Executive
Sponsor	Vicki Harrison-Carr, Chief Executive
Date of approval and adoption	20th August 2026
Date of next scheduled review	May2028

Signature of East Sussex Community Voice CIC Board Chair

Name	**Vanessa Taylor**
Signature	
Date	**22/09/2026**

East Sussex Community Voice, Unit 31, The Old Printworks, 1 Commercial Rd, Eastbourne BN21 3XQ
Registered Company No: 08270069
email: info@escv.org.uk