



POLICY ON THE RECRUITMENT OF EX-OFFENDERS

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), Impulse Leisure complies fully with the [code of practice](#) ⁽ⁱ⁾ and undertakes to treat all applicants for positions fairly.

Impulse Leisure undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Impulse Leisure can only ask an individual to provide details of convictions and cautions that Impulse Leisure are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended), Impulse Leisure can only ask an individual about convictions and cautions that are not protected. Guidance on the filtering of these cautions/convictions can be found at www.gov.uk/dbs.

Impulse Leisure is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Impulse Leisure has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.

Impulse Leisure 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.

Impulse Leisure select 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, it will be specified in the vacancy details/advert that the position is exempt, and will contain a statement that any provisional offer of employment made will be subject to receipt of a satisfactory enhanced Disclosure and Barring Service (DBS) Certificate, to include an annually renewed DBS Update Service subscription for the purposes of ongoing satisfactory status checks throughout employment.

Impulse Leisure ensures that all those in Impulse Leisure who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

Impulse Leisure also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In a separate discussion, Impulse Leisure 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.

Impulse Leisure makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.

Impulse Leisure undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

ⁱ <https://www.gov.uk/government/publications/dbs-code-of-practice>