

## **The National Youth Jazz Orchestra Ltd Policy on the Recruitment of Ex-Offenders**

The National Youth Jazz Orchestra Ltd (NYJO) is committed to the principle of appointments based on merit with independent assessment, and transparency of process. We are also committed to providing equality of opportunity for all applicants whether they are paid or unpaid volunteers.

NYJO ensures that no applicant is subject to less favourable treatment on the grounds of religious belief, gender, disability, ethnic origin, political opinion, age, marital status, sexual orientation or responsibilities for dependants or is disadvantaged by any condition which cannot be shown to be relevant to performance.

A criminal record will not necessarily be a bar to obtaining a position with NYJO, whether as an employee or freelance contractor. We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires an individual to disclose convictions and cautions except for those which are 'protected' under the Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020). A Disclosure and Barring (DBS) check will only be submitted to DBS after a risk assessment has indicated that it is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement indicating that an application for a DBS certificate will be submitted in the event of the individual being offered a position. NYJO complies fully with the Code of Practice: (<https://www.gov.uk/government/publications/dbs-code-of-practice>) and undertakes to treat all applicants fairly.

If an applicant is invited for interview or in a separate discussion, where the DBS search has revealed that the applicant has committed a criminal offence, we will have an open and measured discussion with the person to conduct an objective assessment of the impact that this could have on their prospective employment. The circumstances of the offence will be considered together with the length of time which has elapsed and age when the offence occurred.

Information pertaining to that discussion will only be seen by those directly involved in the recruitment process. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an employment offer.

### **Policy Review**

Policy last reviewed: October 2021
Policy approved by board: October 2021
Next review due: September 2022
Responsible Trustee: HR Trustee, Janet Campbell – <a href="mailto:janet@nyjo.org.uk">janet@nyjo.org.uk</a>