

Recruitment of People with Lived Experience Policy

Policy Statement

Working Chance actively encourages and supports the employment of people with lived experience of the criminal justice system. We want to be representative of the people we are here for, so we prioritise lived experience when we recruit for new colleagues, and ensure it is represented on our trustee board. This ensures people with lived experience of the criminal justice system are part of the fabric of our organisation.

This policy applies to employees, volunteers, trustees and applicants to these positions.

Policy Principles

1. We comply fully with the DBS [code of practice](#) and undertake to treat all applicants for positions fairly. We ensure everyone is aware of the existence of the code of practice and ensure a copy is available on request.
2. We are committed to the fair treatment of our colleagues and applicants and shortlist, interview, and appoint candidates with the right mix of talent, skills and potential. We do not treat anyone unfairly on the basis of their lived experience of the criminal justice system or other information revealed on a DBS check.
3. All job adverts will contain a statement that an application for a basic DBS certificate will be submitted in the event of the individual being offered the position. We will only ask for a DBS check at the point of job offer, during pre-employment checks.
4. We do not ask for disclosure of criminal records during the application process in order to ensure that people with lived experience of the criminal justice system are assessed on their merit and suitability for the role and are not asked to disclose sensitive personal information unnecessarily. However, as we value lived experience of the criminal justice system, candidates are encouraged to discuss their experience where relevant and appropriate to their application. No candidate will be forced to do so and no candidate will be subject to any detriment whether or not they decide to do so.
5. We discuss any matter revealed on a DBS certificate with the individual seeking the position. It is unlikely that we would withdraw a conditional offer of employment, volunteering or trusteeship based

on this information and a criminal record will not arbitrarily bar anyone from working with us. We will always approach disclosures fairly and on an individual basis and make a recruitment decision based on the individual circumstances. The Charity Commission does, however, have its own [automatic disqualification rules](#) on who can hold senior positions within a charity, which apply to our Trustees, CEO and Head of Finance positions although it is possible to apply for a waiver.

6. We discuss the results of DBS checks with applicants (in person, or via phone or video call) so they can explain the background to the conviction in their own words. We record this information in writing and consider the relevance of the conviction to the role, including the type and seriousness of an offence, how much time has passed, and whether the individual's circumstances have changed. If they have restrictions on the work they are able to do, we consider whether we are able to make adjustments to facilitate their employment. All this information is recorded in a risk assessment.
7. Disclosures will be treated confidentially and only stored where necessary, in line with General Data Protection Regulation (GDPR). Access will be restricted to the HR Manager and SMT members as relevant to assess suitability for the role.
8. We ensure that all those who are involved in decision-making processes have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of individuals with lived experience of the criminal justice system, e.g. the Rehabilitation of Offenders Act 1974.

This policy is made available to all applicants at the start of the recruitment process.

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