

# EMPLOYMENT OF EX-OFFENDERS

## Introduction

AfreakA Aerials LLP ('the Partnership') is a limited liability partnership run for the following purpose:

Providing Aerial and Circus based sport/fitness classes to allow students of all ages to develop themselves and have the opportunity to perform in a safe and inclusive environment.

The Partnership conducts its business at OXSRAD, Court Place Farm, Marsh Lane, Marston, Oxford, OX3 0NQ.

The registered office of the Partnership is 22 Broadhurst Garden, Littlemore, Oxford, OX4 4YQ.

The Partnership is registered in England at Companies House number: OC385136.

As the nature of Partnership's business involves 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), the Partnership complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

## Policy

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

The Partnership can only ask an individual to provide details of convictions and cautions that the Partnership 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).

The Partnership can only ask an individual about convictions and cautions that are not protected.

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

The Partnership has this written policy on the recruitment/engagement of ex-offenders, which is made available to all DBS applicants at the start of the recruitment/engagement process.

The Partnership 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.

The Partnership selects all candidates for interview for employment or engagement on a self-employed contract basis, 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, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

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

The Partnership 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.

At interview, or in a separate discussion, the Partnership 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.

The Partnership 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.

The Partnership undertakes to discuss any matter revealed on a DBS certificate with the individual seeking a position before withdrawing a conditional offer of employment or any contract with a self-employed party.

Signed:  \_\_\_\_\_

Name: GANNA SLOAN

Date: 14/02/2023