



NORVIS

Early Music Summer School

NORVIS is a registered charity no. 1014801

Policy on the recruitment of ex-offenders

Note: the following policy has been based almost entirely on the UK Government's recommended policy ([Sample policy on the recruitment of ex-offenders - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/sample-policy-on-the-recruitment-of-ex-offenders)) as at 10th July 2021. NORVIS does not anticipate having any employees, although it pays fees to its musical director, music tutors and administrator in relation to the annual one week summer school. The Trustees have in the past asked for evidence of a DBS check or have instigated one on behalf of a Trustee, administrator, volunteer, Musical Director or music tutor as the members of the music school course may include one or more under 18s and/or vulnerable adults. At present, the Trustees request a self-declaration to the safeguarding code practice. It has been considered prudent to retain this policy on the recruitment of ex-offenders.

1. 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), NORVIS complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
2. NORVIS undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. NORVIS can only ask an individual to provide details of convictions and cautions that NORVIS 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).
4. NORVIS can only ask an individual about convictions and cautions that are not protected.
5. NORVIS 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.
6. NORVIS has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
7. NORVIS 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.
8. NORVIS select all candidates for interview based on their skills, qualifications and experience.
9. 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.

10. NORVIS ensures that all those in NORVIS who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
11. NORVIS 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.
12. At interview, or in a separate discussion, NORVIS 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.
13. NORVIS 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.
14. NORVIS undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

This policy was written on 10th July 2021.

Reviewed July 2026 – no change

Next review date: July 2027.

Approved on behalf of the Trustees of NORVIS registered charity number 1014801 by Mark Lawrence, Chair of the Trustees.