



Good Things Foundation

Applicants with a Criminal Record Recruitment Policy

Reviewed - Feb 2026

Next Review - Feb 2027

1. Purpose and Principles

Good Things Foundation actively promotes equality of opportunity for all and welcomes applications from a wide range of candidates. We recognise the contribution that people with criminal records can make as employees and volunteers and are open to applications from those with a criminal record. We select all candidates for interview based on their skills, qualifications and experience

This policy will be made available to all DBS applicants at the start of the recruitment process or if they are already in employment and it is determined a DBS check is required. The organisation reserves the right to change the DBS requirement for a position depending on changes to access of information while a person is employed. The requirement for a DBS check is dependent on responsibility, access and contact to other individuals, all of which may be subject to change over time.

2. Policy Details - Principles

- 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), Good Things Foundation complies fully with the code of practice and undertakes to treat all applicants for positions fairly
- Good Things Foundation undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- Good Things Foundation can only ask an individual to provide details of convictions and cautions that Good Things Foundation 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) we will support you in the application process and ask that we be informed of the result.

- Good Things Foundation can only ask an individual about convictions and cautions that are not protected (Certain old or minor offences may not be disclosed on DBS certificates)
- Good Things Foundation is committed to the fair treatment of its staff, potential staff or users of its services, regardless of: age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race, religion, biological sex, sexual orientation, responsibilities for dependants, or offending background
- Good Things Foundation 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, 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
- Good Things Foundation ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- Good Things Foundation 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
- Good Things Foundation 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

3. Roles requiring a DBS Check at Good Things Foundation

- Roles within the Finance team - minimum of Basic check required, with Enhanced check required for Management roles
- Roles with access to the data of vulnerable people - Basic check required
- Roles requiring regular (more than 3 occasions per month) access to vulnerable people in a 1-2-1 scenario i.e conducting 1-2-1 interviews, Virtually or Face to Face - Enhanced check required
- Any role that doesn't necessarily fit the criteria above, but is required as part of general due diligence and risk management for the company

4. Good Things Foundation Disclosure Process

- If a vacancy requires a DBS check this will be included in the job advertisement
- Successful interview leads to conditional offer of appointment

- Once applicant has accepted offer, the pre-employment screen process would include a satisfactory basic or enhanced Disclosure and Barring Service (DBS) check for relevant roles
- If a relevant criminal record is disclosed we will ensure an open and fair discussion takes place before making a final offer or continuing with employment. Failure to disclose information that is then later revealed on the relevant criminal record check could lead to withdrawal of an offer of employment or consideration being given to a possible termination of existing employment. After receiving a criminal record certificate, we will discuss any matters revealed that have not been previously addressed, before reconsidering the individual's employment. However, Good Things Foundation reserves the right to withdraw an offer or terminate the employment of an individual already in position, without recourse to the disciplinary procedure should the situation and circumstances merit such a decision.

5. Further Information

See <https://recruit.unlock.org.uk/> a website supporting the fair treatment of people with criminal records.

6. Policy Review

This policy will be reviewed every year.

Appendix Version Control Details

Date of change	Description	Section
Dec 24	Bullet added around policy for a criminal record being discovered or disclosed	4
Dec 24	New branding added and font changed to Poppins	Throughout
Dec 25	Included that certain roles in the finance team require an enhanced check	3
Feb 26	Reviewed & updated protected characteristics Clarified DBS process	2
Feb 26	Added additional role criteria	3