

# RECRUITING VOLUNTEERS WITH CRIMINAL RECORDS

## We welcome your enquiry

As an organisation committed to equality and diversity, we recognise the contribution that everyone can make through volunteering.

We understand that some potential volunteers may have criminal records and might worry that they will not be treated fairly if they apply for a volunteer role and disclose their criminal record.

This guidance explains how we aim to treat all applicants for volunteer roles fairly.

## We ask you to tell us

At Macmillan, we do not ask applicants direct questions about previous convictions at the time that they apply. This ensures that we consider applicants first and foremost on the grounds of their skills, experience and ability to do the volunteer role.

However, we do ask everyone with relevant criminal convictions to **tell us about them**, so that we can have a conversation about what this may mean for volunteering with us. This means **the responsibility is on the volunteer to speak to us**. Please see below for how to do this.

- If you are applying for a volunteer role that is covered by the Rehabilitation of Offenders Act 1974 (not eligible for a DBS/PVG/AccessNI check), please tell us about **any unspent convictions**.
- If you are applying for a voluntary role that is exempt from the Rehabilitation of Offenders Act 1974 (eligible for a DBS/PVG/AccessNI check), please tell us about **any convictions, cautions, reprimands and final warnings that are not 'protected'**.
- If you are unsure about what information you should disclose please contact our Safeguarding Team [safeguarding@macmillan.org.uk](mailto:safeguarding@macmillan.org.uk), will provide confidential advice.

## We can help you with a criminal record declaration

If you need to tell us about a Criminal Record, please contact the Safeguarding Team at [safeguarding@macmillan.org.uk](mailto:safeguarding@macmillan.org.uk), stating that you wish to make a criminal record declaration. They will send out a blank declaration form to you and may follow up with an email/phone call if more information is required. All information disclosed will be treated in the strictest confidence.

In addition, if you are applying for a role that is exempt from the Rehabilitation of Offenders Act 1974, Macmillan will ask you to undertake a criminal record check appropriate to the role. The role description will state if this is necessary.

The criminal record check will be made with the Disclosure and Barring Service (DBS) in England and Wales, Disclosure Scotland in Scotland and AccessNI in Northern Ireland. If the check reveals information that we were not previously aware of, we will discuss the matter with you before making a final decision. Help with guidance and criteria on the filtering of cautions and convictions for DBS can be found [here](#), PVG information can be accessed [here](#) and Access NI [here](#).

## We will assess the risk

All of our volunteer roles have to go through a process of risk assessment, prior to recruitment beginning. Volunteer Managers must discuss any new roles with the Safeguarding Team and include this in the risk assessment when a role is being developed.

## **Withdrawing offers**

We reserve the right to withdraw volunteer role offers should a disclosure be made that we feel places Macmillan, or other individuals, at risk. Failure to disclose Criminal Records could result in volunteers being asked to leave their role. It is important that all applicants understand that it is a criminal offence to apply for a volunteering role if you have been barred, in law, from applying.

For more information regarding safeguarding at Macmillan, please see our website [here](#).

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<b>Updated by:</b>	Safeguarding Team, Volunteering Team
<b>Signed off:</b>	Head of Risk, Governance and Assurance, Volunteering Director,
<b>Questions:</b>	<a href="mailto:safeguarding@macmillan.org.uk">safeguarding@macmillan.org.uk</a>
<b>Feedback:</b>	<a href="mailto:safeguarding@macmillan.org.uk">safeguarding@macmillan.org.uk</a>