



## Recruitment of Ex-offenders

### Policy Statement

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for paid and voluntary positions of trust, the Trust complies fully with the CRB code of practice and undertakes to treat all applicants for positions fairly. This policy provides the recruitment framework for fair treatment and the absence of discrimination for those with an offending background and is made available to all applicants at the outset of the recruitment process.

The Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of people, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and the Trust undertakes not to discriminate unfairly against any individual, who is the subject of a Disclosure, on the basis of conviction or other information revealed.

Having a criminal record will not necessarily bar anyone from working with the Trust. Any decision will depend on the nature of the position and the circumstances and background of the offences. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. Further detail on circumstances when a Disclosure will be required is contained in the Trust's Disclosure policy.

For those positions where a Disclosure is required, all recruitment material will contain a statement that a Disclosure will be requested in the event of the individual being offered the position. Every subject of a CRB Disclosure will be made aware of the existence of the CRB Code of Practice and a copy made available on request.

Where a Disclosure is to form part of the recruitment process, all applicants called for interview will be required to provide details of their criminal record. This will be requested under separate, confidential cover and will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the Trust to ask questions about an entire criminal record, the Trust will only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974. The Trust will ensure that an open and measured discussion takes place with the candidate on the subject of any offences 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 Trust will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, and that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.

Any relevant matter revealed in a Disclosure will be discussed with the person seeking the position before withdrawal of a conditional offer of employment.