

CONTACT A FAMILY

**CRIMINAL RECORDS BUREAU DISCLOSURE SERVICE (England & Northern Ireland) /
CENTRAL REGISTERED BODY IN SCOTLAND**

POLICY STATEMENT: On the recruitment of ex-offenders

General principles

As an organisation using the Criminal Records Bureau (CRB), and for posts in Scotland, the Central Registered Body in Scotland (CRBS), Disclosure services to assess applicants' suitability for positions of trust, Contact a Family complies fully with the CRB & CRBS Codes of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Contact a Family 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.

We actively promote 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. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Contact a Family to ask questions about your entire criminal record we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We will aim to ensure that all those in Contact a Family who are involved in the recruitment process will be suitably trained to identify and assess the relevance and circumstances of offences. We will also aim to ensure 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.

After interview, and in a separate discussion, we ensure 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.**

We make every subject of a CRB/CRBS Disclosure aware of the existence of the CRB/CRBS Codes of Practice and make copies available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar a person from working with us. This will depend on the nature of the position and the circumstances and background of any offences.