

POLICY STATEMENT ON THE RECRUITMENT OF EX OFFENDERS

The Association uses the Criminal Records Bureau (CRB) Disclosure service to assess an applicant's suitability for positions of trust. St Vincent's fully complies with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly on the basis of conviction or other information revealed. This policy on the recruitment of ex-offenders is available to all Disclosure applicants at the outset of the recruitment process.

St Vincent's is committed to the fair treatment of its staff, potential staff or other users of its services regardless of race, colour, ethnic or national origin, religion, religious belief, disability, appearance, sex, sexual orientation, marital status, age or offending background.

We actively promote equality of opportunity for all and welcome applications from a wide range of candidates. We select candidates for interview based on their skills, qualifications and experience.

A disclosure is only requested after a risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a disclosure is required, guidance will be provided in recruitment packs. This will include a statement that a disclosure will be requested in the event of an individual being offered a position.

Where a disclosure is to form part of the recruitment process, we will encourage all applicants to provide details of any criminal record at an early stage in the recruitment process. We request this information be sent to the Personnel & Training Officer within the Association and we guarantee that this information 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 Association to ask questions about an applicant's entire criminal record, we will only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We will ensure that all those within the Association who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We will also ensure that they have received appropriate guidance / training in the relevant legislation.

At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matters 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 will make every applicant subject to a CRB disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a disclosure with the applicant before withdrawing an offer of employment or terminating employment.