

Policy Statement on the Recruitment of Ex-Offenders

This Policy Statement is made available to all Disclosure applicants at the outset of the recruitment process.

- ⊙ As an organisation using the Criminal Records Bureau (CRB) Disclosure Service to assess applicants' suitability for positions of trust, Caritas Care complies fully with the CRB Code 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.

- ⊙ Caritas Care is committed to the fair treatment of its staff, potential staff or users of its service, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

- ⊙ Caritas Care actively promotes 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. While primarily responsible for the wellbeing of children and vulnerable adults in receipt of our services, selection for interview is based on skills, qualifications and experience.

- ⊙ In respect of the recruitment of staff, 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 beliefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.

- ⊙ Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to the Chief Executive of Caritas Care and we guarantee that this information is only seen by those involved in the recruitment process.

- ⊙ In respect of an enquiry regarding Adoption or Fostering, a Disclosure is only requested once applicants have decided to commence with an application. Prior to this applicants will have been given a copy of the Specified Offences list during their initial interview with the Team Leader. A Disclosure will be requested

once they have confirmed their wish to proceed with an application and the assessment will proceed on a conditional basis.

- ⊙ Unless the nature of the position allows Caritas Care to ask questions about your entire criminal record, we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.

- ⊙ We ensure that all those in Caritas Care involved in the recruitment process have been suitably trained to identify and assess the relevance of offences for the post or position. We also 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.

- ⊙ At interview, or 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, an offer of voluntary work, or the termination of an application in respect of adoption or fostering.

- ⊙ We make every subject of 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 person seeking the position before withdrawing a conditional offer of employment or of a voluntary position. We will also discuss any matter revealed within a Disclosure with individuals who have applied to become adoptive or fostering applicants, and anyone for whom a check has been requested.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY BAR YOU FROM WORKING WITH US. The nature of the position and discernment of the circumstances and background of your offences will determine the outcome.