



POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

It is a requirement of the Criminal Record Bureau (CRB) Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed.

- ▶ As an organisation Bute House uses the CRB Disclosure service to assess applicants' suitability for positions of trust and we comply fully with the CRB Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.
- ▶ Bute House is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion or belief, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- ▶ We actively promote the 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.
- ▶ Our job adverts, application forms and recruitment briefs will have a statement that a disclosure will be requested in the event of an individual being offered the position.
- ▶ Where a disclosure is to form part of the recruitment process, we encourage all applicants shortlisted for interview to provide details of their criminal records at an early stage in our application process. This information will be sent under separate, confidential cover to the HR Officer as the designated person in Bute House, who will guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- ▶ We ensure that all those in Bute House who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. 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.
- ▶ Having a criminal record will not necessarily bar you from working with us, but this will depend on the nature of the position and the circumstances and background of your offence(s).
- ▶ This written policy statement on the recruitment of ex-offenders will be made available to all disclosure applicants at the outset of the recruitment process.