

Recruitment of Ex-Offenders Policy

Compass Disability Services

Units 11 – 12 Belvedere Trading Estate
Taunton, TA1 1BH

August 2009

Date for Review: July 2012

Introduction

Compass Disability Services must exercise vigilance and rigour in the recruitment of staff who will be working with vulnerable groups and there are legal obligations for the organisation to check the conviction status of those who will be working closely with children under the age of eighteen, elderly or disabled people.

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Compass Disability Services complies fully with the CRB Code of Practice and undertakes 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.

Equal Opportunities Statement

In line with our Equal Opportunities Policy, Compass Disability Services 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 or mental impairment 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.

Policy Statement

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 their criminal record at an early stage in the application process. We request that this information is sent under

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separate, confidential cover, to the Chief Executive Officer of Compass Disability Services 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 Compass Disability Services to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in 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.

We will 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.

Staff responsible for reaching decisions based on Disclosure information will be given guidance in relation to the employment and fair treatment of ex-offenders and to the Rehabilitation of Offenders Act 1974.

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

Policy Revisions

This policy will be reviewed every three years and amended as necessary, or earlier in accordance with any forthcoming legislation. All employees or volunteers should pass suggestions or recommendations for the revision of any aspect of the policy through normal channels to the Chief Executive.

Additional information:

- Criminal Records Bureau (CRB) Code of Practice
- Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information
- Vulnerable Adults Policy
- Equal Opportunities Policy

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