



## **CRB AND RECRUITMENT OF EX OFFENDERS**

### **Policy Statement:**

Fairoak Housing Association is committed to the fair treatment of its employees, potential employees and customers, regardless of race, gender, religion, sexual orientation, responsibility for dependents, age, disability or offending background. We actively promote equality of opportunity for all to achieve a diverse mix of talent, skills and potential and welcome applications from a wide range of candidates, who are then selected for interview based on their skills, qualification and experience.

As an Association using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions, we comply fully with CRB Code of Practice and undertakes to treat all applicants for positions fairly. The Association is committed to taking appropriate action in relation to the information disclosed given the nature of the job role. The Association will not breach its obligations in respect of statutory discrimination employment legislation.

### **Procedure:**

- 1) Candidates who are called for interview are required to provide details of their criminal record at an early stage of the application process. We request that this information is sent under separate, confidential cover to designated persons within the Association and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process. All candidates who are successful in their application for a position with the Association will be required to apply for an Enhanced Disclosure.
- 2) All positions with the Association may require employees to work with and/or have unsupervised contact with vulnerable adults and therefore fall within the Exceptions Order to the Rehabilitation of Offenders Act 1974. All candidates are therefore required to reveal details of spent and unspent convictions.
- 3) 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 matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought will lead to withdrawal of an offer of employment. Any offences relevant to the position will be discussed with the applicant.
- 4) Every individual who is required to complete a CRB Disclosure is made aware of the existence of the CRB Code of Practice and a copy will be made available upon request.
- 5) Having a criminal record will not necessarily bar individuals from working within the Association, but will depend on the nature of the position and the circumstances and background of any offences.

- 6) When a criminal conviction is revealed the Executive will convene to determine whether the offer of employment should be withdrawn. They will also consider all application taking into account areas which include the following:
  - The age of the conviction
  - The relevance of the conviction to the job
- 7) Before withdrawing a conditional offer of employment we undertake to discuss the detail with the candidate.
- 8) Once employed, all employees must apply for an up-dated enhanced disclosure every five years.
- 9) Employees are obligated to notify the Association of any new convictions including motoring offences. Such matters will also be considered by the above. Failure to declare any criminal convictions will result in disciplinary being taken.

### **Related Policies**

Recruitment & Selection OPS.HR.011

Secure storage, handling, use, retention and disposal of disclosures and disclosure information. OPS.HR.012a