

## **IMPACT HOUSING ASSOCIATION LTD**

### **POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS**

#### **Background**

It is a requirement of the CRB's 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.

#### **Policy Statement**

1. As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Impact Housing Association 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.
2. Impact Housing Association 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/mental disability or offending background.
3. This written policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process (whether for staff or volunteers).
4. 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 knowledge, skills, qualifications and experience.
5. A Disclosure is only requested after a thorough risk assessment has indicated that one is relevant to the position concerned. For those positions where a Disclosure is required, all letters and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
6. Where a Disclosure is to form part of the recruitment process, we only take up the Disclosure once a post has been offered – and the post is offered subject to a suitable Disclosure being received. However, 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 cover, to the

Human Resources Director/Senior Human Resources Officer and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

7. We give guidance to all those in the Association who are involved in the recruitment process on how to identify and assess the relevance and circumstances of offences. We also give appropriate guidance on the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974. Furthermore, we ensure that HR is represented on every interview panel for staff recruitment.
8. At interview, or in a separate discussion, we ensure that an open 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, work placement or volunteering opportunity.
9. 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.
10. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment, work placement or volunteering opportunity.
11. **Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offence(s).
12. In instances where criminal records are disclosed, and these raise questions about the suitability of a candidate for employment in a particular post, a decision will normally be made by the HR Director. If an applicant, is not happy with the decision taken, the HR Director's decision will be reviewed and a final decision taken by Impact's Chief Executive.
13. This Policy will be reviewed annually by the Senior Human Resources Officer. Any amendments will be agreed by the HR Director and confirmed by Impact's Senior Management Team.