



Policy Statement on the Recruitment of Ex-Offenders

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Access Training 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 a conviction or other information revealed.

Access Training is committed to the fair treatment of its staff, potential staff or users of its services, regardless of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, offending background or sex or sexual orientation.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skill and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, competencies, knowledge, qualifications and experience.

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 separate, confidential cover, to our Human Resources Manager 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 us to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

Those included in the recruitment process, apart from the HR Manager, will not have access to information or criminal records during the recruitment process. This will only be made available after the selection process, when a thorough assessment will be made of the relevance and circumstances of offences. Full

account will be taken of the relevant information relating to the employment of ex-offenders. All our staff receive Equality of Opportunity training and must adhere to our Single Equal Opportunities and Diversity Policy (EO1).

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 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.

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 offences.

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Signature:	Date: