

## **PROTECTING THE VULNERABLE BY SAFER RECRUITMENT**

### **POLICY STATEMENT: RECRUITMENT OF EX OFFENDERS**

1. Sacro complies fully with the Code of Practice, issued by Scottish Ministers, in connection with the use of information provided to registered persons and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust. We undertake to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed.
2. Sacro 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.
3. We are committed to equality of opportunity, to following practices, and to providing a service, which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race, colour, nationality, ethnic or national origin, age, sexual orientation, responsibilities for dependants, physical or mental disability, or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.
4. Sacro actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on skills, qualifications and experience.
5. We will request a Standard or Enhanced Disclosure only where this is considered proportionate and relevant to the particular post. This will be based on a thorough risk assessment of that position. Where a Disclosure is deemed necessary for a post or position this will be stated on the job advertisement.
6. Sacro ask that all applicants selected for interview provide details of their criminal record. This information is only seen by those who need to see it as part of the recruitment process.
7. In line with the Rehabilitation of Offenders Act 1974, Sacro will only ask about convictions which are defined as "unspent" in terms of that Act, unless the nature of the position is such that Sacro are entitled to ask questions about an individual's entire criminal record.
8. At interview, or under separate discussion, we undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
9. We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment.
10. We ensure that all those in Sacro who are involved in the recruitment process have been suitably trained and that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.