



## **Policy 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, St. Clare's complies fully with the CRB Code of Practice and undertakes to treat fairly all applicants for positions. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of convictions or other information revealed.

St. Clare's 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 disability, or offending background.

St. Clare's 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. Applications from those with criminal records are also welcomed depending on the nature of the offence or offences committed. St. Clare's selects all candidates for interview based on their skills, qualifications and experience.

A disclosure is requested for all candidates who are offered a position at St. Clare's and all candidates are informed of this at interview.

St. Clare's encourages all applicants called for interview to confirm whether or not they have a criminal record.

St. Clare's ensures that all those involved in recruitment have been suitably trained about the disclosure requirements.

At interview St. Clare's ensures that the need for disclosure is explained to a candidate. St. Clare's also explains that every offer of employment is subject to a satisfactory clearance from the CRB.

St. Clare's makes every subject of a CRB disclosure aware of the existence of the CRB Code of Practice and a copy is available on request. St. Clare's also makes available copies of its policy on secure storage, handling, retention and disposal of disclosures and disclosure information.

All disclosures are reviewed by the Lead Signatory and any criminal records are discussed with the Child Protection Officer and the Principal before a decision is made whether or not to proceed with the offer of employment.

St. Clare's discusses any matter revealed in a disclosure with the person seeking the position before continuing with or withdrawing a conditional offer of employment.