

AdvoCard Recruitment of Ex-Offenders Policy

This policy is for CRBS enrolled organisations accessing Disclosure Records for the purpose of assessing individual's suitability for paid and/or unpaid work.

The purpose of this policy is to ensure consistent and fair practices are implemented for the recruitment of staff or volunteers who have a criminal record and who work (paid or unpaid) in an exempted position within AdvoCard

AdvoCard undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of disclosure on the basis of conviction information revealed. Having a criminal record will not necessarily debar an individual from working/volunteering in positions within AdvoCard. Only applicants who are applying to carry out a regulated work position who are barred from that type of regulated work will not be granted the position applied for.

This organisation implements a fair recruitment policy that ensures individuals have the opportunity to disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out that will determine whether or not the conviction or conviction information is relevant to the position applied for, by taking account of;

- whether the conviction is relevant to the position being offered
- the seriousness of the offence revealed
- the length of time since the offence took place
- whether the applicant has a pattern of offending behaviour
- whether the applicant's circumstances have changed since the offence took place.

To ensure the correct applicant is appointed and to enable AdvoCard to determine the relevance of any convictions or conviction to positions applied AdvoCard will use the following recruitment tools:

- Application Form
- Self-Declaration Form
- References
- Interview
- Appropriate level of Disclosure Record

As part of AdvoCard's recruitment policy, we request the appropriate level of disclosure record at the final part of the recruitment stage, when a position has been offered.

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred.

It is an offence for an organisation to offer regulated work to someone who is barred or fail to remove a person from regulated work if they have been notified that they are barred.

It is an offence for an organisation not to refer an individual to Disclosure Scotland where the grounds have been met.

AdvoCard will not appoint any individual who is barred from the type of regulated work to which the position applies to.

Should the organisation decide that the information disclosed is relevant to the post applied for, the applicant will be deemed to be unsuccessful and this information will be fed back to the applicant by letter.