

Recruitment of Ex-Offenders

Soul Survivor is committed to the principle of opportunity and, subject to the overriding consideration of protecting children, youth, and vulnerable people, undertakes to treat all applicants for positions fairly and not discriminately against any subject of a disclosure on the basis of conviction or other information revealed.

As an organisation using the CRB disclosure service to assess applicant suitability for positions of trust, Soul Survivor complies fully with the CRB code of practice. Soul Survivor is committed to the fair treatment of its staff, potential staff, team members and customers.

This policy is made available on our website and on request.

Policy statement

- 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. We select all candidates/team applicants based on their skills, qualifications and experience.
- A disclosure is only requested after a thorough assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a disclosure is required, all job descriptions 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 to provide details of their criminal record at an early stage in the application process. We request that this information is sent direct to the Teams Coordinator/ Recruitment Officer at Soul Survivor.
- Unless the nature of the position allows Soul Survivor to ask questions about your entire criminal record we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in Soul Survivor who are involved in the recruitment process are adequately able to identify and assess the relevance and circumstances of offences. We also ensure that staff members are aware of the impact of all relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences that might be relevant to the position. Failure to reveal any criminal history could lead to withdrawal of an offer of employment or team member position.
- A disclosure will only be asked for when a job offer or offer of team position has been made.
- We make every person subject to a CRB disclosure aware of the CRB code of practice and make a copy available on request.
- We will endeavour 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 applicants from working with us. This will depend on the nature of the position and the circumstances and

background of the offences. Due consideration will be given to our responsibilities to protect children and vulnerable people. In particular, when considering the relevance of criminal record, risk assessments will be based on:

- The seriousness of the offence and its relevance to the safety of delegates, customers, colleagues and assets
- An examination of any relevant information regarding the circumstances leading up to the offence
- Whether the applicant's circumstances have changed since the offence was committed, making re-offending less likely
- The length of time since the offence took place
- The level of supervision required and available, and the ability to manage risks and provide safeguards
- Whether the offence has since been decriminalised by Parliament
- Whether the post involves any direct responsibility for finance or items of value
- Whether the offence was a 'one-off' or part of a history of offending
- The explanation offered by the applicant.

Adherence to Policy

Responsibility for the implementation, monitoring and development of this policy lies with the Teams Co-ordinator and Recruitment Officer. Day to day operation of the policy is the responsibility of departmental managers who will nominate a representative to ensure that this policy is adhered to.

Complaints

Any applicant wishing to raise a complaint should do so, in writing, to the Executive Director within 15 working days, at the latest, of the alleged incident. An investigation will then be conducted by a representative who has not previously been involved in the selection procedure. The Executive Director's ruling will be final. The individual will receive written notification as to the outcome.