



Recruitment of Ex-Offenders Policy

Introduction

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

NECA is committed to a policy of equality of opportunity in its employment practices. The aim of NECA's Equality And Diversity Policy individuals are treated fairly, with dignity and respect regardless of their age, marital status, disability, race (including colour, nationality, or ethnic or national origins), religion, gender, sexual orientation, gender reassignment, (intended or actual), social / economical background, offending background that does not create risk to young persons and vulnerable adults or any other inappropriate distinction;

Recruitment

This policy on the recruitment of ex-offenders is made available to all applicants at the outset of the recruitment process. 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, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

Due to the nature of our business, NECA deem it appropriate that for all employees an Enhanced Disclosure is proportionate and relevant to all positions. All application forms and job adverts will contain a statement that an Enhanced Disclosure will be requested in the event of the individual being offered the position.

NECA is an organisation, which is exempt from the spent convictions clause of the Rehabilitation of Offenders Act 1974. Consequently, it would not be contrary to the Act to reveal any information you may have regarding convictions, which would otherwise be considered as 'spent'. We require all applicants 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 the Human Resource Manager. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that all those in NECA who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.



Recruitment of Ex-Offenders Policy

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 an Enhanced 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.

General

NECA also complies fully with the CRB Code of Practice regarding the correct handling, using storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

Storage and Access

Disclosure information is never kept on an applicants personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.



Recruitment of Ex-Offenders Policy

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CRB about this and inform the individual to whom the Disclosure concerns.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. shredding. We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, we will keep a record of the date of issue of Disclosure, the name of the individual, the position for which the Disclosure was requested, the unique reference of the Disclosure and the recruitment decision taken.

Employees

NECA employees have a personal responsibility to inform the organisation of any conviction, which could adversely effect their employment.