



Recruitment of Ex-Offenders

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 Pillar Kincardine.

Pillar Kincardine undertakes to treat all applicants for positions within Pillar Kincardine 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 with Vulnerable Adults within Pillar Kincardine. Only convictions or conviction information that is deemed relevant to the position applied for will result in the applicant not being granted the position.

Pillar Kincardine 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 Pillar Kincardine to determine the relevance of any convictions or conviction to positions applied Pillar Kincardine will use all of the following recruitment tools:

Application Form

Self Declaration Form

References

Interviews

Appropriate level of Disclosure Record

As part of Pillar Kincardine'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. Enhanced Disclosures will only be sought for positions that are deemed exempted posts. An exempted post is one, which is detailed in the Exclusions and Exceptions (Scotland) Order 2003. Where a position requires an Enhanced Disclosure we will make this clear on the information provided about the post.

Should Pillar Kincardine 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.

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred. It is also an offence to make an application to be considered for such work.

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