

Disclosure – The Recruitment of Ex-Offenders

Upon application, Kingswood assesses all candidates' appropriateness to be placed in positions of trust using the Criminal Records Bureau (CRB) Disclosure Service. In doing so, we guarantee to fully meet the terms of the CRB Code of Practice and ensure that we deal with all applicants impartially, including not unfairly discriminating for any aspect of a Disclosure based on a conviction or any other information which may be exposed. Kingswood's Disclosure policy is made available to all applicants going through this process at the beginning of their application. We also make them aware of the CRB Code of Practice, a copy of which is available on request.

Kingswood is committed to fairly treating staff, employment applicants and users of our services regardless of gender, age, sexual orientation, race, religion, responsibilities to dependants, any disabilities whether physical or mental and offending background. We welcome a wide range of employment candidates and actively support equal opportunities for all with the right mix of skills, potential and talent, including those with a criminal record. We select interview candidates based on experience, qualifications and skills.

We will only request a Disclosure after we have undertaken a comprehensive assessment to determine that it is appropriate to the position applied for. When we have established that a particular role will require a Disclosure of the successful applicant, we will state this in any job adverts, application forms and job descriptions. Where a Disclosure is part of the recruitment process we encourage applicants to make known any details of a criminal record as early as possible in their application. We ensure applicants that this confidential information will only be seen by those who need to see it within Kingswood and should be sent separately marked "confidential" to a named Kingswood recipient. Before conditionally offering a role to the successful applicant, we will discuss any issue arising from a Disclosure with them.

Kingswood guarantees that all recruitment staff are given suitable training to recognise and assess the significance and circumstances of offences and guidance in legislation relating to the recruitment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.

An open and measured discussion, at an interview or subsequent meeting will be carried out regarding any offence or other issue which may be relevant to the position offered. We will only ask applicants about "unspent" criminal convictions as described by the Rehabilitation of Offenders Act 1974, unless the nature of the role applied for allows us to enquire about applicants' entire criminal record. Failure to disclose any information directly related to the role could lead to withdrawal of the employment offer.

An applicant's criminal record will not necessarily bar them from gaining employment with Kingswood, depending on the type of position applied for and the circumstances of any offences.