

## Recruitment of Ex-offenders

The Matthew Project believes that people with criminal records should not be excluded from employment per se. It does, however, have the responsibility to minimise the risks to its service users and to the organisation. The Matthew Project works with vulnerable people and requires all paid employees, and where appropriate unpaid employees, to be checked by the Criminal Records Bureau.

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

- The Matthew Project is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- The written policy on the recruitment of ex-offenders is made available to all Disclosure 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.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs 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 called for interview 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 a designated person within the Matthew Project and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows the Matthew Project 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 the Matthew Project 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.
- 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.
- If there are concerns raised by their criminal record or history then the conditional offer of employment might be withdrawn.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing such conditional offer of employment.
- The applicant will not commence employment until the CRB Disclosure has been received and no concerns have been identified.

- In exceptional circumstances and only with the Director's authorisation, employment may start prior to this but such workers will have no independent face-to-face work with clients. Such circumstances may include where there is a significant delay by the Criminal Records Bureau and/or a recent CRB Disclosure has been completed and produced.

**Having a criminal record will not necessarily bar a person from working with us.** This will depend on the nature of the position and the circumstances and background of the offences.

An employee's contract may cease if they commit a crime during their employment with the Matthew Project.