



Policy on 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 to “childcare” positions, and posts that involve contact with Adults at Risk. For these purposes a “childcare position” is one covered by Schedule 2 of the Protection of Children (Scotland) Act 2003 (PoCSA).

The Scottish Council of Jewish Communities will ensure that all staff involved in the recruitment process will be aware of this policy and will have received relevant training and support.

A copy of this policy will be made available to all applicants for posts that require a Disclosure.

We undertake to treat all applicants for positions within the organisation fairly, and not to discriminate against the subject of a disclosure on the basis of conviction or other information revealed.

Having a criminal record will not necessarily debar an individual from working or volunteering in Childcare and Adult at Risk positions.

Any or all of the following recruitment tools will be used, as appropriate, to enable the Scottish Council of Jewish Communities to determine the relevance of any convictions and conviction information to positions applied for:

- Application Form
- Self-Declaration Form
- References
- Interviews
- Disclosure Certificate

Disclosure for Child Care and Adults at Risk Positions

Under the Rehabilitation of Offenders Act 1974, ex-offenders have the right not to reveal spent convictions. However, later legislation (the Exclusions and Exceptions (Scotland) Act 2003) allows employers to ask for an applicant to detail their full criminal record history if they are applying for a childcare position, as defined in (PoCSA).

Enhanced Disclosure certificates will only be sought for positions that are deemed to be exempted posts, and will only be requested at the final part of the recruitment stage, when a position has been offered. 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 application form, job advert, self-declaration form and any other information provided about the post.

Self-Declaration Forms

Self-declaration forms may be viewed by the Management Team and the Interview Panel before interview in order to assess the relevance of any disclosed information to the position applied for. When assessing the relevance of any convictions or conviction information they will consider:

- the seriousness of the offence
- 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
- how the individual stopped the offending behaviour and has moved forward

Should the Management Team and the Interview Panel decide that the information is relevant to the post, the applicant will normally be deemed to have been unsuccessful and the applicant will be informed of that in writing. If the Management Team and the Interview Panel decide that the information is not relevant, the applicant may be interviewed, and disclosed offences may be discussed. Failure to reveal information that is directly relevant to the position sought on the self-declaration form or at interview may lead to the withdrawal of any offer of paid or voluntary work.

A Disclosure certificate will only be requested after an applicant has successfully completed the interview and the position has been offered. Should the Disclosure certificate disclose additional offences, more serious offences, or additional relevant non-conviction information that was not previously disclosed by the applicant, the offer of employment may be withdrawn.

Under no circumstances will an applicant be offered or entitled to work in a childcare position if the Disclosure certificate reveals that the applicant is listed on the Disqualified from Working with Children's List.