



## Scottish Council of Jewish Communities

### **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 positions that involve contact with children and Protected Adults.

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 Protection of Vulnerable Groups Scheme membership.

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

Having a criminal record will not necessarily debar an individual from working or volunteering to work with children or protected adults.

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

### **Protection of Vulnerable Groups Scheme Membership for Regulated Work with Children and Protected Adults**

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 to work with children or protected adults (as defined in the Protection of Vulnerable Groups Act 2007).

Membership of the Protection of Vulnerable Groups Scheme will only be required 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 membership of the Protection of Vulnerable Groups Scheme 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 Executive 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 Executive 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 Executive 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 Protection of Vulnerable Groups Scheme Record will only be requested after an applicant has successfully completed the interview and the position has been offered. Should the Scheme Record 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 with children or protected adults if the Scheme Record reveals that the applicant is listed on the Disqualified from Working with Children or Disqualified from Working with Adults Lists.