

**THIS POLICY APPLIES TO ALL MEMBERS OF THE FEDERATION OF
GROUNDWORK TRUSTS**

POLICY ON EMPLOYMENT OF EX-OFFENDERS

POLICY N^o HR14

**Approved by the Organisation, Governance and Audit committee
On 22 January 2002**

The Federation of Groundwork Trusts actively promotes 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.

The Federation of Groundwork Trusts will use the Criminal Records Bureau Disclosure Service to assess applicants' suitability for positions of trust. The Disclosure Service will be used for those positions (including voluntary), which are defined as a 'child care position' under The Protection of Children Act 1999 or which involve work with vulnerable adults. It may also be used for Basic checks for other members of staff.

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, The Federation of Groundwork Trusts 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 conviction or other information revealed.
- This policy statement on the recruitment of ex-offenders, is made available to all Disclosure applicants following their recruitment interview.
- 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.

- We ensure that all those in The Federation of Groundwork Trusts 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.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

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

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