

Aune Head Arts Policy on the Recruitment of Ex-Offenders

This written policy on the recruitment of ex-offenders is made available to all CRB applicants at the outset of the recruitment process.

1. Aune Head Arts uses the Criminal Records Bureau (CRB) service to assess applicants' suitability for positions of trust. We comply with the CRB Code of Practice and undertake to treat all applicants for positions fairly. We will not unfairly discriminate against any subject of a CRB check on the basis of a conviction or other information revealed.
2. Aune head Arts 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.
3. We promote equality of opportunity for all 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 for the post and experience.
4. A CRB check is requested when we feel that one is both proportionate and relevant to the position concerned. For those positions where a CRB check is required, all application forms, job adverts and recruitment briefs will contain a statement that a CRB check will be requested in the event of the individual being offered the position.
5. Where a CRB check 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 Aune Head Arts. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process and will be treated confidentially.
6. Unless the nature of the position allows us to ask questions about your entire criminal record (likely work involving contact with Young People and/or Vulnerable Adults), we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 UNLESS the convictions are deemed relevant to the post offered.

7. We are working on ensuring that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We are also ensuring that they have received appropriate guidance and training in the legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
8. 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.
9. We make every subject of a CRB check aware of the existence of the CRB Code of Practice and make a copy available on request.
10. We undertake to discuss any matter revealed in a CRB check with the person seeking the position before withdrawing a conditional offer of employment.

When employment is offered to someone who has offences cited on their AHA CRB, AHA has a duty of care to ensure a risk assessment is carried out in relation to the post offered. This risk assessment is to ensure AHA has taken due care and diligence and to offer the employee a level of safeguarding against potential future reconviction. The risk assessment will be discussed with the employee and the designated CRB member of staff at AHA and if appropriate the project producer.