

## AAUK Policy – Recruitment of ex-offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Appropriate Adults UK (AAUK) complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

AAUK undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

AAUK will only ask an individual to provide details of convictions and cautions that AAUK are legally entitled to know about.

AAUK will only ask an individual about convictions and cautions that are not protected.

AAUK are 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.

AAUK's policy on the recruitment of ex-offenders is made available to all DBS applicants at the start of the recruitment process.

AAUK 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.

AAUK select all candidates for interview based on their skills, qualifications and experience.

For the position of an Appropriate Adult, a criminal record check is identified as necessary. Therefore, all our application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

AAUK ensures that all employees who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

AAUK also ensures 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, AAUK ensures 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.

AAUK makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.

AAUK will discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.