



# Norfolk Lowland Search and Rescue

Registered charity No. 1103823



## **Policy Statement on the Recruitment of Ex-offenders**

*It is a requirement of the CRB's Code of Practice that all registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to Disclosure applicants at the outset of the recruitment process.*

This policy statement can also be included within Norfolk Lowland Search And Rescue's Equal Opportunity policy.

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for membership and therefore a position of trust, NorLSAR complies fully with the CRB's Code of Practice and undertakes to treat all applicants for membership fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- NorLSAR is committed to the fair treatment of its membership, potential members or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age physical/mental disability or offending background.
- We have a policy statement on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote 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.
- The Disclosure is requested for all members after an assessment has indicated that one is both proportionate and relevant to the membership concerned. A Disclosure is required for the application/membership process, and recruitment briefs will contain a statement that a Disclosure will be requested before being offered membership.
- As Disclosure is to form part of the recruitment process, we encourage all interested applicants 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 NorLSAR, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

- Unless the nature of the position allows NorLSAR to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- Prior to 'Selection', 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 membership. Failure to reveal information that is directly relevant to membership sought could lead to the withdrawal of an offer of membership.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Codes of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking membership before withdrawing a conditional offer of membership.
- Having a criminal record will not necessarily bar you from membership with us. This will depend on the nature and the circumstances and background of your offences.