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blue triangle

Recruitment of Ex-Offenders policy

13 October 2022

Our Mission Statement

“To empower people to thrive.”

Revision history

Rev No.	Rev. Date	Consultation Requirements	Lead Officer	Committee	Approved by COM	Review Due:
2	Oct 22	Updated Policy	GL	D&C		

Chairperson

Signed:.....

Dated:.....

Chief Executive Officer

Signed:.....

Dated:.....

Blue Triangle complies fully with the Code of Practice, issued by Scottish Ministers in connection with the use of information provided to registered persons and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust. Blue Triangle undertakes to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a PVG check on the basis of conviction or other information revealed.

Blue Triangle is committed to equality of opportunity, to following practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status race, nationality, ethnic or national origins, age sexual orientation, responsibilities for dependants, physical or mental disability or offending background, or is disadvantaged by any condition which cannot be shown relevant to performance.

Blue Triangle will encourage all applicants selected for interview to provide details of their criminal record at an early stage in the application process.

In line with the Rehabilitation of Offenders Act 1974, Blue Triangle will only ask about convictions which are defined as "unspent" in terms of that Act, unless the nature of the position is such that we are entitled to ask questions about an individual's entire criminal record.

At interview or under separate discussion, Blue Triangle will undertake to ensure an open and measured discussion on the subject of offences or other matters that might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Blue Triangle will undertake PVG membership checks for all staff and volunteers undertaking regulated work. Application forms, job adverts and any other appropriate literature will contain a statement to that effect.

Disclosure Scotland will advise whether a candidate is barred from working with vulnerable adults or children. Blue Triangle undertakes to discuss any matter revealed in a PVG check or Basic Disclosure, with the subject of that disclosure and carry out a Disclosure Risk Assessment, before withdrawing a conditional offer of employment.

Blue Triangle will ensure that all those involved in the recruitment process will be suitably trained to identify and assess the relevance and circumstances of offences, Blue Triangle will ensure that they receive appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders (e.g., the Rehabilitation of Offenders Act 1974).

Blue Triangle will use this information only as part of the normal process of checking suitability of candidates for positions.