

CITIZENS ADVICE REIGATE AND BANSTEAD EX-OFFENDERS POLICY

1. Introduction

Having a criminal record is not necessarily a bar to working for Citizens Advice Reigate and Banstead but much will depend on the type of job applied for and the background and circumstances of the offence(s).

However, Citizens Advice Reigate and Banstead policy is not to accept anyone with a conviction for a sexual offence against a child or vulnerable adult, regardless of when the offence took place.

2. Removing barriers and promoting equal opportunities

Citizens Advice Reigate and Banstead is committed to the promotion and delivery of equal opportunities to clients and to volunteers and paid staff. It accepts that equal treatment of persons from discriminated against groups is insufficient to achieving equal opportunities and that positive action is also required. The service is therefore committed to positive action as a means of removing barriers to services and employment opportunities for those from discriminated against groups.

Citizens Advice Reigate and Banstead therefore undertake to treat all applicants for positions fairly and not to discriminate unfairly against volunteers or paid staff who voluntarily reveal that they have a criminal conviction or where a Disclosure and Barring Service check reveals a criminal conviction or other information about offences.

Candidates for posts will be informed that Citizens Advice Reigate and Banstead actively promote equality of opportunity for all those with the right mix of talent, skills, experience and potential. Citizens Advice Reigate and Banstead welcome applications from any part of the community, including from people with criminal records. Skills, qualifications and experience alone will be the basis for selection for interview. All applicants for posts that require Disclosure will be assured of this in the job information pack.

3. Disclosure

A Disclosure will be requested for a post only after a thorough risk assessment has indicated that it is both proportionate and relevant to the position concerned. Citizens Advice Reigate and Banstead policy is that the risks posed by staff whose work is targeted at vulnerable clients necessitates an Enhanced DBS check. For those positions where a Disclosure is appropriate, recruitment literature will contain a statement that a Disclosure would be requested in the event of appointment.

Citizens Advice Reigate and Banstead encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. Citizens Advice Reigate and Banstead request that this information is sent under separate cover, marked as private and confidential to the CEO. Citizens Advice Reigate and Banstead guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Should a criminal record be revealed, a decision whether or not to maintain employment must have regard to the nature of the crime, when it was committed, the client group involved and the reputation of the service.

Anyone who applies to work within Citizens Advice Reigate and Banstead as a volunteer, or in a paid position, will be asked to disclose details of unspent convictions during the recruitment process; candidates must not withhold information about unspent convictions.

4. Failure to reveal information

At interview or in a separate discussion, Citizens Advice Reigate and Banstead 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 could lead to a withdrawal of an offer of employment or volunteering opportunity.

Citizens Advice Reigate and Banstead undertake to discuss any matter revealed in a Disclosure, or which is revealed by the individual, with the person seeking the position before withdrawing a conditional offer of employment or volunteering opportunity.