

## Recruitment of Ex Offenders

As an organisation using the Criminal Records Bureau Disclosure service to assess applicants' suitability for positions of trust, Marwell Wildlife, complies with the Criminal Records Bureau code of practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The Charity is not permitted to engage a person in employment, or offer voluntary work to, an individual who has been convicted of an offence relating to theft in certain areas, dishonesty, violence, offences under the Sexual Offences Act, pornography, arson, misuse/use and/or supply of drugs, or conspiracy to commit any of the before mentioned offences or any other offence which may deem the individual as unsuitable to be employed working with children and vulnerable adults. (In addition, we will not recruit anybody with a history of cruelty to animals). In some circumstances, the Charity will be able to gain written permission of the local authority if the offence was minor or occurred some years previously. An assessment of criminal record will be made in relation to the tasks they will be required to perform and the circumstances in which the work is carried out. Factors considered in this assessment may be as follows, but will also include any other reasonable areas at our discretion: -

- Does the post involve one to one contact with children and other vulnerable groups as employees, customers and clients.
- What level of supervision the post holder will receive.
- Does the post involve any direct responsibility for finance or items of value.
- Does the post involve any direct contact with the public.
- Will the nature of the job present any opportunities for the post holder to reoffend in the place of work.

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 or handed under separate, confidential cover, to HR (or the Volunteering Manager as necessary) and we guarantee that this information is only seen by those who need to see it as part of the recruitment process. At interviews, 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. We undertake to discuss matters revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

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