



Policy Number 44

### **Policy statement on recruitment of ex-offenders**

As an organisation using the Access NI services to assess applicants' suitability for positions of trust, Unique home care NI Ltd complies fully with the Code of Practice for both Disclosure services 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.

**Unique home care NI Ltd** is committed to the fair treatment of its staff, potential staff or users of its service, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical / mental disability or offending background

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

All positions in the organisation whereby staff work directly with service users will be subject to an Enhanced Disclosure check due to the nature of the service we provide. Staff coming into regular contact with service users but not working directly with them will be subject to a Standard Disclosure check.

We encourage all applicants called for interview to provide details of their criminal record at an early stage in the recruitment process. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

All applicants should be aware that they have applied for a position in an organisation regulated by the Regulation and Quality Improvement Authority and as such must refer to a caution, reprimand or final warning when asked about their criminal record.

At interview, or 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.

At the time of an offer of employment is made this will be conditional on the receipt of satisfactory references and a disclosure check. We will require you to complete the form and provide the necessary documents. You should be aware of the existence of the Code of Practice relating to Disclosures, a copy will be made available on request.

We undertake to discuss any matter 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 people from working with us. This will depend upon the nature of the position and the circumstances and background of the offences.

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*Debbie Walton*