

# SOAPBOX COMMUNICATIONS TRUST

## POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for a position of trust, SoapBox Communications Trust complies fully with the CRB 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.

SoapBox Communications Trust is committed to the fair treatment of its staff and volunteers, potential staff or users of its services, regardless of race, gender, religion, 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/project based on their skills, qualifications and experience.

All application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.

Where a Disclosure is to form part of the recruitment process, we encourage all 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 the Director responsible for CRB procedures and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process.

Because of the nature of the position, which involves vulnerable adults and children we will ask questions about the entire criminal record, including "spent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those at SoapBox Communications Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. The Rehabilitation of Offenders Act 1974.

At interview, 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 or place on a project.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.