 The Kingfisher Club Office

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 November 2004

**Policy No. 8a**

**Kingfisher Club Policy on the Recruitment of Ex offenders.**

The Purpose of this policy is to ensure consistent and fair practices are implemented during the recruitment of staff for paid childcare posts within the Kingfisher Club where an applicant has a criminal record.

The Kingfisher Club undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed. Having a criminal record will not necessarily debar an individual from working in a childcare position within the organisation. Only convictions or conviction information that is deemed relevant to the position applied for will result in the applicant not being granted the position.

We will request a PVG Enhanced Disclosure for all positions within the organisation.

All positions require a PVG Enhanced Disclosure and we will make this clear on the application form, job advert and any other information provided about the post.

A self declaration form will accompany the application form.

At interview we will ensure that open and measured discussion can take place on the subject of offences. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

At interview or when receiving a disclosure which shows a conviction, we will take into consideration:-

* Whether the conviction is relevant to the position being offered.
* The seriousness of the offence revealed.
* The length of time since the offence took place.
* Whether the applicant has a pattern of offending behaviour.
* Whether the applicant’s circumstances have changed since offending took place.

We will ensure that all our staff involved in the recruitment process are aware of this policy and have received relevant training and support.

We undertake to make a copy of this policy and the Code of Practice, available to any applicant.

**Secure Handling, Use, Storage and Retention of Disclosure Information**

**In accordance with the Scottish Executive Code of Practice, for registered persons and other recipients of PVG Disclosure Information, The Kingfisher Club will ensure the following practice**:

* The information provided on a disclosure certificate will only be used for recruitment purposes.
* The Kingfisher Club will ensure that an individual’s consent is given before seeking a disclosure, and will seek their consent before using disclosure information for any other purpose other than recruitment
* The Kingfisher Club will ensure that all sensitive personal information that is collated for the purposes of obtaining a PVG Enhanced Disclosure will be managed confidentially at all times by those involved in the disclosure/recruitment process.
* Disclosure information will only be shared with those authorised to see it in the course of their duties.
* Where non conviction Disclosure information is provided to the Kingfisher Club by a Chief Constable or Chief Officer of a relevant Police Force and not to the Disclosure Applicant concerned, the Kingfisher Club will not disclose the actual details of the Disclosure information to the Disclosure Applicant but can inform them, if asked that additional information has been provided, should this information affect the recruitment decision, not actual details of the additional information or where it was resourced.
* Disclosure information will be stored in a locked non-portable container, for a maximum of 90 days. Only those authorised to see this information in the course of their duties will have access to this container.
* Disclosure information will be destroyed by shredding.
* No image or photocopy of the disclosure information may be retained. Recipients of disclosure information may, however, keep a record of the following:
1. Date of issue of disclosure.
2. Name of subject.
3. Disclosure type.
4. Position for which disclosure was requested.
5. Unique reference number of disclosure.
6. Recruitment decision taken.

The Kingfisher Club will ensure that all staff with access to disclosure information are aware of this policy and receive relevant training and support.

The Kingfisher Club undertakes to make a copy of this policy and the Code of Practice available to any applicant.