

## **Sanctuary Group policy statement on recruitment of ex-offenders**

Sanctuary Group (the Group) is committed to the promotion of equal opportunities in its recruitment procedures and this incorporates a policy not to automatically exclude the appointment of ex-offenders.

A substantial number of its client group require extra protection, as they fall into the category of vulnerable adults or young people. Therefore, many posts within the Group are classified as being covered by the Exceptions Order under the Rehabilitation of Offenders Act 1974 and require disclosure of all previous convictions including spent convictions. The new disclosures will also include details of cautions, reprimands or final warnings as well as actual convictions.

Under the Police Act 1997, the Group is a registered body with the Disclosure and Barring Service (DBS - formerly CRB) and will require all applicants who apply for posts that are subject to an Exemption Order to comply with either a Standard Disclosure or an Enhanced Disclosure request as part of our recruitment procedure.

It is therefore required and, in your interest, to declare any convictions or other matters which may be relevant to this post on your application form. This also allows you and the recruiting panel to raise its relevance at interview, allowing open and honest discussion and therefore helping all parties to make the most appropriate selection in all the circumstances.

In return, the Group will ensure that applicants found to be ex-offenders are not automatically excluded from being considered for employment, unless there is a legal requirement to do so in accordance with Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000.

Consideration of suitability will depend on the nature of the offence, all the circumstances in which it was perpetrated including the length of time since it occurred and its relevance to the post to which you have applied.

In all cases information disclosed will be kept strictly confidential and will be shared only on a need-to-know basis as part of the selection criteria. Any decision taken not to offer and/or confirm an appointment following a disclosure request will be discussed with the applicant in detail.

If you are unsure of applying for a post having read this statement, please contact HR Services on 0845 543 6380 for more guidance.