

Recruitment of Ex-Offenders Policy – Scotland

Policy Number	89
Version	1
Policy Contact	Matthew Betteridge
Date Issued	28 th July 2023
Review Date	01 st June 2024
Next Review Date	01 st June 2025
Approved by	OneCall24 Policy Team

One Call 24 is committed to providing equal opportunities for all individuals, including ex-offenders, during the recruitment process. We believe in rehabilitation and the potential for positive change, and we strive to support the reintegration of ex-offenders into society by offering fair employment opportunities. This policy outlines our approach to the recruitment of ex-offenders and demonstrates our commitment to ensuring a fair and inclusive hiring process.

Policy Statement

We will consider all job applicants on their merits, and a criminal record will not automatically exclude an individual from employment. Our assessment of an applicant's suitability for a particular role will be based on the nature and circumstances of the offense, the time that has passed since the conviction, and the relevance of the conviction to the position applied for. We adhere to the principles of the Rehabilitation of Offenders Act 1974 (Scotland) which outlines the rehabilitation periods for different offenses.

Fair Treatment and Avoiding Discrimination

We will not discriminate against ex-offenders during any stage of the recruitment process, from the initial application through to selection, interview, and onboarding. All applicants will be treated fairly, with respect, and in line with our commitment to equal opportunities.

Confidentiality and Disclosure

Applicants will not be required to disclose any spent convictions during the initial application stage. Criminal record checks will only be carried out when the nature of the role requires it and is deemed relevant to the position in accordance with the Rehabilitation of Offenders Act 1974 (Scotland). Applicants will be informed in advance if a criminal record check is necessary.

Assessment of Convictions

If a criminal record check is necessary for the role, we will assess each case individually and consider the following factors:

- a) The nature and seriousness of the offense.
- b) The relevance of the conviction to the position applied for.
- c) The time that has passed since the conviction.

- d) Any patterns of offending behavior.

Interview and Decision-Making Process

Ex-offenders who meet the essential requirements of the role will be invited to an interview. During the interview, we will not focus solely on an individual's criminal record but will consider their skills, experience, and potential to carry out the job successfully.

Support and Rehabilitation

We acknowledge that reintegration into society can be challenging for ex-offenders. Where appropriate, we will provide support and signpost to relevant resources that can assist in the rehabilitation process.

Monitoring and Review

We will regularly review our recruitment of ex-offenders policy to ensure that it remains effective and compliant with relevant legislation. We will also monitor the outcomes of our recruitment process to identify any potential patterns of discrimination and take corrective actions as necessary.

Training

All staff involved in the recruitment process will receive appropriate training on this policy and the principles behind the Rehabilitation of Offenders Act 1974 (Scotland). This training will emphasize fair treatment, equal opportunities, and non-discrimination.

Compliance

Any breach of this policy will be taken seriously and may result in disciplinary action.

Review

This policy statement will be reviewed annually as part of our commitment to upholding professional standards. It may be altered from time to time in the light of legislative changes, operational procedures or other prevailing