

Recruitment of ex-offenders policy

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Flight horizons 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 a conviction or other information revealed.

This written policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process. Flight horizons 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. We select all candidates for employment and volunteering based on their skills, qualifications, personality and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, position advertisements 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 chairman of the governing committee and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Occasionally the nature of the position allows Flight horizons to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Flight horizons 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, Flight horizons ensures 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 acceptance for a position.

All CRB disclosure subjects should be aware of the existence of the CRB Code of Practice and a copy available from the chairman of the governing committee on request. Flight horizons undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of position.

Having a criminal record will not necessarily bar you from working with Flight horizons. This will depend on the circumstances and background of your offences.

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By Shane Touhey (Chairman of the governing committee)

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