

SPRING HARVEST'S POLICY ON THE RECRUITMENT OF EX-OFFENDERS FOR THE POSITION OF TEAM MEMBER

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions on the team, Spring Harvest 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.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and copies are available on request from Spring Harvest or from the CRB website at **www.crb.gov.uk**.

This written policy on the recruitment of ex-offenders to positions on the team is made available to all Disclosure applicants at the outset of the recruitment process.

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 on their skills, qualifications and experience.

All positions on team at Spring Harvest could involve unsupervised contact with children and team members are in a unique position of trust in an environment where children and their parents/carers feel safe and are therefore more vulnerable. After carrying out a thorough risk assessment, all positions on team are exempt from the Rehabilitation of Offenders Act 1974 and all applicants are required to obtain an Enhanced Disclosure. All applicants are therefore required to provide details of all convictions, cautions, reprimands or final warnings, including those that have become spent at an early stage in the recruitment process. Failure to reveal such information could lead to your application being declined or your invitation withdrawn.

If convictions etc. are declared by the applicant or shown on their Enhanced Disclosure notice, Spring Harvest staff will obtain professional advice about the relevance and circumstances of offences. We also ensure that we 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. We guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Having a criminal record will not necessarily bar you from serving at Spring Harvest. This will depend on the nature of the position and the circumstances and background of your offences. However if you declare or your Enhanced Disclosure notice shows a conviction, caution, reprimand or final warning for a sexual offence, or information of a child protection issue is supplied by yourself or shown on your Enhanced Disclosure notice, your application will be declined or your invitation withdrawn.