**Healthy Kidz**

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

POLICY STATEMENT

1. Healthy Kidz complies fully with the Code of Practice, issued by the Northern

Ireland Office, in connection with the use of information provided to registered persons,

their nominees and other recipients of information by AccessNI under Part V of the Police

Act 1997, for the purposes of assessing Applicant’s suitability for employment purposes,

voluntary positions, licensing and other relevant purposes. We undertake to treat all

applicants for positions fairly and not to discriminate unfairly or unlawfully against the

subject of a Disclosure on the basis of conviction or other information revealed.

2. This policy is made available to all Disclosure applicants at the outset of the recruitment

process.

3. Healthy Kidz is committed to equality of opportunity, see separate Equal

Opportunities Policy, to following practices, and to providing a service which is free from

unfair and unlawful discrimination. We ensure that no applicant or member of staff is

subject to less favourable treatment on the grounds of gender, marital status, race colour,

nationality, ethnic or national origins, age, sexual orientation, responsibilities for

dependants, physical or mental disability political opinion or offending background, or is

disadvantaged by any condition which cannot be shown to be relevant to performance.

4. Healthy Kidz actively promotes equality of opportunity for all with the right

mix of talent, skills and potential, and welcomes applications from a wide range of

candidates, including those with criminal records. The selection of candidates for interview

will be based on those who meet the required standard of skills, qualifications and

experience as outlined in the essential and desirable criteria.

5. All posts will be required to undergo an Enhanced Access NI check. All applicants will be made aware at the initial recruitment stage that the position will be subject to a Disclosure and that Healthy Kidz will request the individual being offered the position to undergo an Enhanced Access NI Disclosure check.

6. In line with the Rehabilitation of Offenders (Northern Ireland) Order 1978, Healthy Kidz will only ask about convictions which are defined as "unspent" within the terms of that Order, unless the nature of the position is such that we are entitled to ask questions about an individual's entire criminal record.

7. We undertake to ensure an open and measured and recorded discussion on the subject of

any offences or other matters that might be considered relevant for the position concerned

e.g. the individual is applying for a driving job but has a criminal history of driving offences.

Failure to reveal information that is directly relevant to the position sought could lead to

withdrawal of the conditional offer of employment.

8. Healthy Kidz may consider discussing any matter revealed in a Disclosure Certificate 1 with the

subject of that Disclosure before considering withdrawing a conditional offer of

employment.

9. We ensure that all those in Healthy Kidz who are involved in the recruitment

process have been suitably trained to identify and assess the relevance and circumstances of

Disclosure information. We also ensure that they have received appropriate guidance and

training in the relevant legislation relating to employment of ex-offenders (e.g. the

Rehabilitation of Offenders (Northern Ireland) Order 1978).

10. We undertake to make every subject of an Access NI Disclosure aware of the existence of

the Code of Practice, and to make a copy available on request.

Having a criminal record will not necessarily debar you from working with Healthy Kidz. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate or provided directly to us by the police.

May 2008 (Updated August 2017)