



Policy on the Recruitment of Ex-Offenders

Policy Statement

BCM International NI will comply with the Code of Practice, issued by the Department of Justice, in connection with the use of information provided to registered persons by AccessNI under Part V of the Police Act 1997, for the purposes of assessing an applicant's suitability for employment purposes or voluntary positions.

Communication with applicants

We will undertake to make every applicant who requires an AccessNI Disclosure aware of the existence of the Code of Practice, and to make a copy available on request.

We will request an enhanced AccessNI Disclosure for all roles, whether short-term or long-term, voluntary or otherwise, which involve significant contact with children, young people or adults who are deemed to be vulnerable. All applicants will be made aware at the initial recruitment stage that the position will be subject to an AccessNI Disclosure.

This policy will be made available to all those applying for an AccessNI Disclosure at the outset of the recruitment process.

Fairness

BCM International NI are committed to equality of opportunity and to providing a service which is free from unfair and unlawful discrimination. We will 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. The selection of candidates will be based on those who meet the required standard of skills, qualifications and experience. We will treat all applicants for positions fairly and not discriminate unfairly or unlawfully against an applicant on the basis of conviction or other information revealed.

Consideration of suitability for employment/voluntary position

In line with the Rehabilitation of Offenders (Exceptions)(Northern Ireland) Order 1979 (as amended in 2014), BCM International NI will only ask about convictions which are defined as "not protected" for the purposes of obtaining a Standard or Enhanced disclosure.

We will ensure an open, measured and recorded discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of the conditional offer of employment/offer of a volunteering position.

Having a criminal record will not necessarily debar an applicant from working with BCM International NI. We will discuss any matter revealed in an AccessNI Disclosure with the applicant before withdrawing a conditional offer of employment or volunteering position. We will take into consideration:

- Whether the conviction is relevant to the position being offered.
- The seriousness of the offence revealed.
- The nature and circumstances of the offence.
- The length of time since the offence took place.
- Whether the applicant has a pattern of offending behaviour.
- The degree of future risk implied by the offence.
- Age at the time of committing the offence.
- Whether the applicant's circumstances have changed since offending.
- Any other relevant matters that the applicant would wish to bring to our attention.
- Any information provided by the police.
- If the applicant is on probation, if they consent, we will discuss the suitability of the position with the applicant's probation officer.

We will ensure that all those in BCM International NI who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of AccessNI Disclosure information.

Individuals whose details appear on any of the following lists will **not** be able to be involved in our work with children, youth or vulnerable people:

- Disclosure and Barring Service (DBS) Children's Barred List (*formerly the ISA Children's Barred List, and previously, PoCA, List 99, DE's unsuitable persons list*)
- DBS Adult First List (*formerly the ISA Adult First List, previously PoVA*)
- Sex Offenders' Register
- Similar lists in other jurisdictions/countries