



# Criminal Record Disclosures Policy

## Introduction

At The Recruitment Group we are committed to ensuring the safety and well-being of our clients, employees, and the individuals we place in employment. This policy outlines our approach to handling criminal record disclosures during the recruitment process. It ensures compliance with relevant UK legislation and promotes fair treatment of all candidates.

## Purpose

The purpose of this policy is to:

- Establish guidelines for the disclosure of criminal records by job applicants.
- Ensure compliance with the Rehabilitation of Offenders Act 1974 and the General Data Protection Regulation (GDPR).
- Promote equal opportunities and prevent discrimination against individuals with criminal records.

## Scope

This policy applies to all employees involved in the recruitment process and all candidates applying for positions through The Recruitment Group.

## Principles

- Fair Treatment: Candidates will be assessed on their skills, qualifications, and experience. Criminal records will only be considered where relevant to the role.
- Confidentiality: Information disclosed about criminal records will be treated confidentially and shared only with those directly involved in the recruitment process.
- Legal Compliance: We will comply with the Rehabilitation of Offenders Act 1974, ensuring spent convictions are not considered inappropriately.
- Proportionality: Any consideration of criminal records will be proportionate to the nature of the role and the risks involved.

## Disclosure Procedure

**Job Advertisements:** Where applicable, job advertisements will state if a criminal record check is required for the role.

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### Application Process:

Candidates will be asked to declare unspent convictions during the application process.

For roles involving work with vulnerable groups or other regulated positions, candidates will be asked to disclose all convictions, spent or unspent, as part of a Disclosure and Barring Service (DBS) check.

### Assessment of Disclosures:

Disclosed information will be reviewed by a designated member of the recruitment team.

The relevance of any disclosed conviction to the role will be considered, including factors such as the nature of the offense, the time elapsed since the conviction, and evidence of rehabilitation.

### Decision Making:

Candidates will be given an opportunity to discuss disclosed convictions before a final decision is made.

A risk assessment will be conducted to determine the suitability of the candidate for the role.

If a candidate is deemed unsuitable due to their criminal record, they will be informed of the reasons for this decision.

### Data Protection:

Criminal record information will be stored securely and only for as long as necessary.

We will ensure compliance with GDPR in handling, storing, and disposing of criminal record information.

### Review

This policy will be reviewed annually or in response to changes in legislation to ensure it remains current and effective.

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