



## Policy statement on the Recruitment of ex-offenders

As an organisation using the Access NI Services to assess applicants' suitability for positions of trust, Autism Initiatives complies fully with the Code of Practice for the Disclosure service and undertakes to treat all applicants for positions fairly.

**Having a criminal record will not necessarily bar people from working with us.** This will depend on the nature of the position and the circumstances and background of the offences.

Autism Initiatives is committed to the fair treatment of its staff, potential staff or users of its service, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

All positions in the organisation whereby staff work directly with service users will be subject to an Enhanced Disclosure check due to the nature of the service we provide. Staff coming into regular contact with service users but not working directly with them will be subject to a Standard Disclosure check.

We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that all those in Autism Initiatives who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

All applicants should be aware that they have applied for a position in an organisation regulated by Regulation and Quality Improvement Authority and as such must refer to a caution, reprimand, final warning or conviction when asked about their criminal record.

At interview, we ensure an open and measured discussion takes place regarding 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 any offer of employment.

At the time an offer of employment is made this will be conditional on the receipt of satisfactory references and a disclosure check. We will require you to complete the Access NI form and provide the necessary documents to the Human Resources Department. We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.

A copy of the Code of Practice relating to Disclosures, will be made available on request.