



# Policy Notice: Recruitment of Ex-Offenders

This is a Policy Statement of TravelQuest Ltd t/a Travellers Worldwide.

## Recruitment of Ex-Offenders Policy Statement

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Travellers Worldwide complies fully with the CRB Code of Practice and undertakes to treat all applicants fairly. It undertakes not to discriminate against any subject of a Disclosure because of a conviction or other information revealed.

Travellers Worldwide is committed to fair treatment, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This is our written policy on the recruitment of ex-offenders, which is available to all Disclosure applicants at the outset of the application 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 applicants based on their attitude, preparedness, skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the project concerned. For those projects where a Disclosure is required, all application forms will contain a statement that a Disclosure will be requested in the event of the individual being accepted.

Where a Disclosure is to form part of the application process, we encourage all applicants to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Travellers Worldwide and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the project requires Travellers Worldwide to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Travellers Worldwide who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they 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 ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the application made. Failure to reveal information that is directly relevant to the application could lead to the application being disregarded in its entirety.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the applicant before rejecting the application.

Having a criminal record will not necessarily bar you from taking part in a placement with us. This will depend on the nature of the project applied for and the circumstances and background of your offences.

Jennifer Perkes - Managing Director

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