

Recruitment of Ex-Offenders Policy

- It is the decision of the Young Enterprise UK Board that all staff and volunteers working for Young Enterprise shall be checked by the CRB Disclosure Service at the level appropriate to their involvement with the organisation as a means of identifying any person with a criminal record that suggests they may harm any child or young person participating within a Young Enterprise programme or bring the organisation into disrepute.
- As an organisation using the Criminals Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Young Enterprise complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- Young Enterprise is committed to the fair treatment of its staff, potential staff, volunteers or participants in its programmes, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- Young Enterprise will ensure that all relevant job adverts, recruitment correspondence and interviews will contain a statement that a CRB Disclosure at an appropriate level will be requested in the event of an individual being offered a position of employment. Young Enterprise will make this recruitment of ex-offenders policy available to all potential employees. 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.
- Young Enterprise will ensure that all volunteer recruitment materials and presentations will contain a statement that a CRB Disclosure at an appropriate level will be requested in the event of an individual being accepted as a volunteer. Young Enterprise will make this recruitment of ex-offenders policy available to all potential volunteers. 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.
- All applicants called for interview will be asked to provide details of their criminal record at an early stage in the application process and informed that failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. This information is sent under separate confidential cover to a designated person within Young Enterprise and is only seen by those who need to see it as part of the recruitment process.
- We ensure that staff responsible for reaching decisions based on Disclosure information have been given guidance in relation to the employment and fair treatment of ex-offenders and to the Rehabilitation of Offenders Act 1974.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. **Having a criminal record will not necessarily bar anyone from employment by or volunteering for Young Enterprise.** This will only depend on the nature and background of any offences.