



Code of Practice on the Recruitment of Ex-offenders - guidelines for Applicants

The Salvation Army actively promote equality of opportunity for all with the right mix of talent, skills and potential, and we welcome applications from a wide range of candidates, including those with criminal records. The fact that a person has a criminal record is frequently irrelevant to the job for which they are applying. We select all candidates for interview based on their skills, qualifications and experience.

We are committed to the fair treatment of all our personnel (both current and potential), regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability, offending background or any other protected characteristic. We will not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The Salvation Army assesses applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, using criminal record checks processed through the relevant bodies. The Salvation Army complies fully with relevant Codes of Practice and treats all applicants for positions fairly.

We will only ask you to provide details of convictions and cautions that we are legally entitled to know about, in line with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations (as amended).

We will only submit an application for a criminal record check to the relevant body after a thorough risk assessment shows that a disclosure is proportionate and relevant to the applicant's role.

Where we decide that a criminal record check is necessary for a role, this will be stated on relevant documents such as job adverts.

We will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We will 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 will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. If you don't tell us about disclosure information that is directly relevant to the position, we may need to withdraw an offer of employment or volunteer placement. We will discuss any conviction details with you and carry out a risk assessment before withdrawing a conditional offer of employment. In addition to this, employees, volunteers and officers are required to declare to their manager any criminal convictions that are received during their employment / service.

Anyone who applies for a criminal record disclosure may request a copy of the relevant Code of Practice in relation to their application.

The Salvation Army will make a referral to the Independent Safeguarding Authority/Protecting Vulnerable Groups Scheme when there is harm or risk of harm to children or vulnerable adults or any relevant conduct has occurred or where an individual has received a caution or conviction for a relevant offence.

The Salvation Army's Disclosure Policy is available on request.