

# Equality & Diversity Statement-Recruitment & Selection.

HOW

**ACTION FOR CHILDREN**

**WORKS**



**Action for Children are committed to promoting equality, valuing diversity and working inclusively, we uphold the principles in our behaviour and working practices – as an employer, as a service provider and as a campaigning organisation. We are therefore committed to promoting equality at every opportunity both as a provider of services and as an employer.**

This statement and our Equality Scheme is designed to ensure our services are equally accessible and relevant to all clients and that our recruitment and employment practices and procedures actively promote equality of opportunity.



The overriding principle on which recruitment decisions are based on is that jobs should be filled by those best able to do them. Therefore, we will take every reasonable step to ensure that our staff and potential staff, are all treated fairly and that all employment decisions including those on recruitment, selection, promotion, training and career development are based on job related, objective criteria.



Action for Children complies fully with the Code of Practice, issued by the relevant disclosure bodies in the UK (AccessNI, Disclosure Scotland and DBS), in connection with the use of information provided to registered persons, their nominees and other recipients of information by the relevant disclosure body, for the purposes of assessing Applicant's suitability for employment purposes, voluntary positions, licensing and other relevant purposes.



We undertake to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information revealed.



We will request a disclosure check only where this is considered proportionate and relevant to the particular position. This will be based on a thorough risk assessment of that position and having considered the relevant legislation which determines whether or not a Standard or Enhanced Disclosure is available to the position in question.



In line with the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979 (as amended in 2014), Action for Children will only ask about convictions which are defined as "not protected" for the purposes of obtaining a Standard or Enhanced disclosure.



We undertake to ensure an open and measured and recorded discussion on the subject of any offences or other matters that might be considered relevant for the position concerned e.g. the individual is applying for a driving job but has a criminal history of driving offences. Failure to reveal information that is relevant to the position sought could lead to withdrawal of the conditional offer of employment.



We ensure that all those in Action for Children who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of disclosure information. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders (Northern Ireland) Order 1978).



We undertake to make every subject of a disclosure check aware of the existence of the relevant Code of Practice, and to make a copy available on request.



Having a criminal record will not necessarily debar you from working with Action for Children. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate or provided directly to us by the police.

**If you require further information about our Equality and Diversity Statement please contact the Recruitment Service by email [recruitment@actionforchildren.org.uk](mailto:recruitment@actionforchildren.org.uk)**