



## HART'S POLICY STATEMENT – APPLICANTS WITH CRIMINAL RECORDS

HART is not exempt from the Rehabilitation of Offenders Act 1974. So, we only ask applicants to disclose convictions which are **not yet spent** under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, please contact Nacro for further advice.

The declaration of a criminal record will not necessarily prevent a person from being offered a role at HART Wildlife Rescue. We recognise the contribution ex-offenders can make as employees and volunteers. We therefore welcome applications from them. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at, or make them a, risk in the role for which they are applying. When considering any offence, we will consider the following

- Whether the offence(s) is relevant to the position applied for.
- The seriousness of an offence revealed.
- The applicant's age at the time of the offence(s).
- When the offence(s) occurred.
- Any pattern of offending behaviour.
- The circumstances surrounding the offence(s)
- The explanation(s) for the offence(s) given
- Whether the applicant's circumstances have changed since the offence.

**On your application form, you will be asked *DO YOU HAVE ANY UNSPENT CONVICTIONS?* This question must be answered by all applicants. If you answer YES, please give details of your convictions.**

By submitting your application form to HART Wildlife Rescue employees and volunteers are declaring that all the information contained on the application form and any supporting statements or information is correct. Failure to disclose all unspent convictions could result in disciplinary proceedings and/or dismissal.

*Policy Owner – Chair of Trustees*

*Policy Manager – Hospital Manager and/or Volunteer Coordinator*

*This policy will be reviewed*

- a. A year after it is published and every three years thereafter*
- b. When there are changes in legislation and/or government guidance*
- c. If there are any other significant change or event*

**Published April 2018**