

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, ITEC 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 a conviction or other information revealed.

ITEC is committed to the fair treatment of its staff, potential staff or users of its services, regardless of age, disability, gender, gender reassignment, race, colour, nationality, ethnic origin, religion or belief, sexual orientation, marriage and civil partnership status, pregnancy and maternity, responsibilities for dependants or offending background.

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 candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested for job roles that involve working with children or vulnerable adults and other roles that are both proportionate and relevant to the position concerned. For those positions where a Disclosure is required job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process, the information will only be seen by those who need to see in line with the companies CRB Policy.

Unless the nature of the position allows ITEC 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 ITEC who are involved in the recruitment process understand how to identify and assess the relevance and circumstances of offences. We also ensure that they have understanding of relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, 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 position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

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 person seeking the position before withdrawing a conditional offer of employment.