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| <h2 style="text-align: center;">Recruitment of Ex-offender Policy</h2> |  <p style="text-align: center;">KINROSS-SHIRE VOLUNTEER DRIVERS</p> |
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The purpose of this policy is to ensure consistent and fair practices are implemented for the recruitment of staff or volunteers who have a criminal record to paid/unpaid childcare and adults at risk posts within Kinross-shire Volunteer Drivers

Kinross-shire Volunteer Drivers undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of disclosure on the basis of conviction information revealed. Having a criminal record will not necessarily debar an individual from working/volunteering within the organisation. Only convictions or conviction information that is deemed relevant to the position applied for will result in the applicant not being granted the position.

The organisation implements a fair recruitment policy that ensures individuals have the opportunity to disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out that will determine whether or not the conviction is relevant to the position applied for by taking into account of:

- Whether the conviction is relevant to the position being offered
- The seriousness of the offence revealed
- The length of time since the offence took place
- Whether the applicant has a pattern of offending behaviour
- Whether the applicant's circumstances have changed since the offence took place.

As part of the Kinross-shire Volunteer Drivers recruitment policy, we request that on application to work or volunteer with the organisation, any conviction or conviction information be disclosed.

Should the organisation decide that the information disclosed is relevant to the post applied for, the applicant will be deemed to be unsuccessful and this information will be fed back to the applicant by letter.

