PINEAPPLE PARTNERS

Recruitment of Ex-Offenders Policy (Northern Ireland)

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1. Our position

For roles in Northern Ireland, criminal record checks are obtained through AccessNI. Pineapple Partners complies with the AccessNI Code of Practice, and this policy is made available to every applicant asked to complete an AccessNI application. As in the rest of the UK, a criminal record is not an automatic bar to working with us.

2. The legal background

The Rehabilitation of Offenders (Northern Ireland) Order 1978 allows most convictions to become spent, after which they need not be disclosed for most purposes. Excepted roles, including regulated activity with children and vulnerable adults, may lawfully require standard or enhanced disclosure, and AccessNI's filtering arrangements protect certain old and minor matters from disclosure. We request only the level of check the role lawfully permits.

3. Fair treatment of applicants

- Applicants are told at the start of the process that a check is required and at what level.
- Disclosed information is discussed with the applicant before any decision.
- Decisions weigh relevance: the offence, its age, its bearing on the role and its safeguarding content.
- Openness counts in an applicant's favour; concealment of something lawfully required to be disclosed may itself be grounds for refusal.

4. Handling of disclosure information

AccessNI disclosure information is stored, restricted and destroyed in line with our Disclosure Information Handling Policy (Northern Ireland), ordinarily kept no longer than six months after the decision.

5. Review

The Compliance Manager reviews this policy annually, alongside the AccessNI Code of Practice.