



Safer recruitment to protect the vulnerable.

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

1. Background

Worthing Borough Council uses the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust and as a recipient of Disclosure information must comply fully with the CRB Code of Practice. Amongst other things, this requires the Council to treat all applicants for positions who have a criminal record fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed. It also obliges the Council to have a written policy on the recruitment of such individuals, which can be given to all applicants for positions where a Disclosure is requested.

2. Policy Statement

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Worthing Borough Council intends to comply 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 conviction or other information revealed.
- The Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion or belief, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- This written policy on the recruitment of ex-offenders, will be made available to all Disclosure applicants at the outset of the recruitment process.
- The Council believes in the equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. The Council selects all candidates for interview based on their skills, qualifications and experience related to specified criteria.
- A Disclosure will only be requested after a formal risk assessment has indicated that one is both proportionate and relevant to the position

concerned. For those positions where a Disclosure is required the job advertisement and the recruitment packs 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, the Council encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. This information should be sent under separate, confidential cover in a sealed envelope, to the Human Resources Manager within the Council and this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows the Council to ask questions about an individual's entire criminal record the Council will only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- The Council will ensure that all those to be involved in the recruitment process will have been suitably trained to identify and assess the relevance and circumstances of offences. This will include appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, an open and measured discussion will take 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, or the termination of any employment which has already commenced.
- The Council will make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- The Council will discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with the Council. This will depend on the nature of the position and the circumstances and background of your offences.