



Policy Statement of St Cuthberts Care on The Recruitment by St Cuthberts Care of Ex-Offenders

Issue: 06/09 Review date 06/11

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, St Cuthberts Care complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. We will not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

St Cuthberts Care is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

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. Candidates are selected in line with the recruitment and selection policy

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, St Cuthberts Care require that all application forms, 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. We request that this information is sent under separate, confidential cover, to the Human Resources Manager at St Cuthberts Care and this information shall only be seen by those who need to see it as part of the recruitment process.

We ensure that all those in St Cuthberts Care who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At St Cuthberts Care in 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.

A Copy of the Criminal Records Bureau Code of Practice is available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position at St Cuthberts Care before withdrawing a conditional offer of employment.

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

Name	Job Title	Date
Author: Geraldine Martin	Human Resources Manager	06/09
Approved: Risk Panel		

Change History

Version	Date	Reason
Version 03/02		New Policy
Version 03/06		Review
Version 1.0		Amendment
Version 2.0	Reviewed	Reviewed

Statement of Policy on any Offences you should tell us about

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If you wish to have regular contact with children or vulnerable adults, you have to tell us about all previous convictions including spent convictions, cautions or bind-overs and any prosecutions that have not yet been dealt with. As St Cuthberts Care meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, applicants who are offered employment who will have regular contact with children or vulnerable adults will be subject to a criminal record check from the Criminal Record Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings/ conditional discharges or bindovers, as well as convictions.

If you have committed any offences, you must tell us of every one, however long ago they were. We take it very seriously if you do not tell us of any and all convictions, cautions, bind-overs or pending prosecutions. This in itself may impact on your application.

The fact that you tell us of offences should not lead you to think that we will automatically refuse to consider you. Each application is considered on ability and on an individual basis. You will not be discriminated against unfairly, and we do take into account how long ago the offence took place and how old you were at the time. The number and type of offences will be also be part of our consideration.

If you are unsure whether you need to disclose an offence you can contact NACRO helpline on 08000181259 or e-mail helpline@nacro.org.uk.

Criminal convictions and other associated information will be discussed at interview in order to assess job related risks. Any other information you wish to draw to our attention may be attached in a separate envelope addressed to the Human Resources Manager marked private & confidential to help improve understanding and fair decision making.

Once you have been offered a post you will be required to complete a Disclosure application form. In order to process your application without undue delay, you must ensure you complete the form fully and answer all the questions asked and return it to St Cuthberts Care. Any missed information will result in our returning the form to you, or the Criminal Records Bureau may return it to us if they feel the information is not clear. This means your application will take longer to process.

Ongoing Obligations

If a staff member obtains a criminal record after commencement of their employment the member of staff must report the matter to their line Manager.

The matter will then be passed on to the Human Resources Manager to consider if there is a potential need to take further action.

Name	Job Title	Date
Author: Geraldine Martin	Human Resources Manager	06/09
Approved: Risk Panel		

Change History

Version	Date	Reason
Version 0/05		New Policy
Version 03/06		Review
Version 1.0		Amendment
Version 2.0	20/5/10	Reviewed