

## CRIMINAL RECORDS CHECKS

The post for which you have requested information, includes duties which involve working with children/vulnerable adults. Offers of appointment to the post will be conditional upon the individual(s) obtaining a Disclosure Certificate from the Criminal Records Bureau (CRB) and on the relevance of the information contained in the Disclosure.

The CRB Code of Practice (which the Council adheres to) requires that the Council has a policy on the recruitment of ex-offenders. The Council's policy is as follows:-

### **POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS**

- *As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Greenwich Council 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 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 ethnicity, gender, disability, sexual orientation, age, class, income, employment status or religious belief.*
- *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. We select all candidates for interview based on their skills, qualifications and experience.*
- *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 job application information, 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 require any applicant who receives a conditional offer of employment to apply for the appropriate level of Disclosure via the CRB process. We require that the Disclosure application form is completed and returned to a designated person within the employing department without undue delay. We guarantee that this information is only 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 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 the Council who will be involved in making decisions about appointments have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.*

