

## Policy Statement

### RECRUITMENT OF EX-OFFENDERS

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess an applicant's suitability for a position of trust, and as a recipient of Disclosure information, Priestley College complies fully with the CRB Code of Practice (a copy of which is available on request from the Personnel Department). A copy is also available of the College's policy on the secure storage, handling, retention and disposal of Disclosure information.

The College actively promotes equality of opportunity for all with the right combination of talent, skills and potential. and welcomes applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience.

We undertake not to discriminate against any subject of a Disclosure on the basis of a conviction or other information revealed, and having a criminal record will not necessarily be a bar to obtaining a position.

A written statement of further particulars on the rehabilitation of ex-offenders is available overleaf.

## The Rehabilitation of Offenders Act

The provisions of the above legislation allow for a person who has been convicted of a criminal offence, involving a sentence of not more than 2½ years imprisonment, and who has since lived trouble-free for a specified period of time (related to the severity of the offence), to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction. However, the provisions of the Act relating to the non-disclosure of spent convictions do not apply to certain categories of employment offered by the Corporation.

Briefly these categories are as follows:

- 1 Traffic Wardens
- 2 Employment in connection with the provision of social services, being employment which is such a kind as to enable the holder to have access to any of the following classes of persons in the course of his or her normal duties, namely
  - a Persons over the age of 65
  - b Persons suffering from serious illness or mental disorder of any description
  - c Persons addicted to alcohol or drugs
  - d Persons who are blind, deaf or dumb
  - e Other persons who are substantially and permanently handicapped by illness, injury or congenital deformity.
- 3 Any employment which is concerned with the provision to persons under the age of 18 of accommodation, care, leisure and recreational facilities, schooling, social services, supervision of training, being employment of such a kind as to enable the holder in the course of his or her normal duties to have access to such persons, and any other employment the normal duties of which are carried out wholly or partly on the premises where such provision takes place.

As you have applied for a post in one of the above categories you must give information concerning any previous convictions, whether or not they are 'spent' within the meaning of the Act.

Failure to disclose any conviction could lead to an application being rejected or may later lead to the dismissal of a successful applicant.

Any information disclosed will, of course, be kept in strict confidence and used only in consideration of this application.

*NB. If you are offered a post which gives you substantial access to children, the Corporation is required under Home Office Regulations to verify with the Police any criminal record you may have, prior to confirming your appointment. This procedure has been set up for the protection of children, and your co-operation will be appreciated*