

POLICY STATEMENT ON RECRUITMENT OF EX-OFFENDERS

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, and associated companies 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.

Age UK Leicester Shire & Rutland and associated companies are 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 actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applicants 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, this will be specified in job adverts and recruitment literature.**

Job applicants are also required to provide details of any criminal record, cautions, reprimands or final warnings and this information will only be seen by those who need to see it as part of the selection process.

Dependent upon the post we will require declaration of either "spent" or "unspent" convictions. Please refer to application form for details relating to the post and refer to the table on the reverse of the form regarding clarification of spent convictions.

We ensure that all those in Age UK Leicester Shire & Rutland and associated companies 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 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, 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.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

We undertake to 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 us. This will depend on the nature of the position and the circumstances and background of your offences.

Table 1: A Guide to spent and unspent convictions

Sentence	Rehabilitation Period	
	People aged 17 or under at time of sentence	People aged 18 or over at time of sentence
Prison sentence of six months or less	3 ½ years	7 years
Prison sentence of more than six months up to 2 ½ years	5 years	10 years
Probation	2 ½ years	5 years
Fine, Community Service, Supervised Attendance Order	2 ½ years	5 years
Absolute Discharge, Admonishment	6 months	6 months