

## **POLICY FOR THE EMPLOYMENT OF EX-OFFENDERS**



Anglia Care Trust applies this policy to paid employed staff and volunteers.

Anglia Care Trust aims to provide equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from a diverse range of candidates.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are "spent" under the Rehabilitation of Offenders Act 1974. Having an "unspent" conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). However, any "unspent" convictions, which are not declared and subsequently revealed, may result in dismissal.

Under the Rehabilitation of Offenders Act 1974, a conviction will become "spent" (i.e. treated as if it had not occurred) where the individual has not, after a specified period of time, committed another serious offence. Rehabilitation periods vary depending on the type and length of conviction originally incurred.

Anglia Care Trust has a legal obligation to protect children and vulnerable adults from people who have committed serious offences, and as such meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. Applicants who are offered employment will be subject to an enhanced criminal record check from the Criminal Records Bureau, before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions, including "spent" convictions and other relevant non-conviction information, such as police enquiries and pending prosecutions will be included.

Anglia Care Trust is committed to compliance with the Criminal Records Bureau Code of Practice for Registered Persons and other recipients of Disclosure information including the Independent Safeguarding Authority.

If you have any queries or concerns please contact the Director of Business Support for further clarification. If you are in any doubt about your declaration, you should seek further advice e.g. from the Citizens Advice Bureau or local Law Centre.

Date of next review – September 2011