

## EMPLOYMENT OF EX-OFFENDER'S POLICY



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, a candidate would not be asked to disclose convictions which are "spent" under the Rehabilitation of Offenders Act 1974. Having an "unspent" conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s). However, any "unspent" convictions, which are not declared and subsequently revealed, may result in dismissal. On occasion, Anglia Care Trust may have to seek authorisation from the commissioner of a service to utilise a member of staff or a volunteer who has unspent convictions. The member of personnel will be consulted and kept informed at all times if this is the case.

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 check from the Disclosure and Barring Service, 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 Code of Practice for Disclosure and Barring Service Registered Persons.

If there are any queries or concerns please contact the Director of Business Support for further clarification. If there are any doubts about a declaration, further advice should be sought from the Citizens Advice Bureau or local Law Centre for example.

Date of next review – November 2021