

Policy Statement on the Recruitment of Ex-offenders

August 2005

Fylde Community Link (FCL) uses the Criminal Records Bureau (CRB) disclosure service to assess applicants' suitability for positions of trust, working with vulnerable adults. FCL complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. FCL undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

- FCL is 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.
- This written policy on the recruitment of ex-offenders, 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.
- All positions at FCL involve working in direct contact with vulnerable adults and as such require enhanced disclosure. For these positions where a Disclosure is required, all application forms and job adverts will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- On the application form we ask applicants to provide details of their criminal record. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- As the nature of the position allows FCL to ask questions about your entire criminal record, these application forms do require information about all convictions not only about 'unspent convictions', as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in FCL who are involved in the recruitment process have been suitably informed 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.

Should an offence be disclosed 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.