



Policy on the Recruitment of Ex-Offenders

The Royal Borough of Greenwich aims to promote equality of opportunity and welcomes 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, applicants 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 someone 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.

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.

The authority has a legal obligation to protect vulnerable customer and client groups 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.

All applicants who are offered employment in a post that falls into this category will be subject to a criminal record check from the Disclosure & Barring Service (DBS), before the appointment is confirmed. This will include details of cautions, reprimands, final warnings and convictions, including 'spent' convictions. Where the post is subject to Enhanced Disclosure, other relevant non-conviction information, such as police enquiries and pending prosecutions will be included.

Royal Greenwich is committed to compliance with the Disclosure and Barring Service Code of Practice.

Safeguarding Statement for Recruitment

The Royal Borough of Greenwich is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults as outlined in Working Together to Safeguard Children and Protecting Adults at Risk (SCIE Report 39) We are committed to recruiting candidates who share the commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.

The following pre-employment checks and will be undertaken as applicable:

- References
- Occupational Health pre-employment screening
- DBS check
- International certificate of good conduct / international DBS (for overseas applicants)
- Identity check
- Evidence of qualifications applicable to the role
- Confirmation of registration with applicable registered body (i.e. HCPC)

References

For all roles which involve working with children, young people or vulnerable adults, or roles in which the duties will involve access to sensitive information relating to children, young people or vulnerable adults, the Royal Borough/School will take up references prior to interview. You should provide details of referees including your current and previous employers, covering the last 5 years. If you are currently working with children, on either a paid or voluntary basis, your current or previous employer will be asked about disciplinary offences relating to children, including any in which the penalty is time expired. We will also ask if you have been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure.

Recruitment of Ex-Offenders

If the post you are applying for is exempt from the Rehabilitations of Offenders Act 1974 then all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

At interview, or in a separate discussion, we will 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.

If you are successful at interview, and the post you are applying for is exempt from the Rehabilitations of Offenders Act 1974 then we will require you to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (DBS) and we administer this process. If you're currently employed by Royal Greenwich and have obtained an Enhanced Disclosure with Royal Greenwich within the last 3 years, it may not be necessary

to apply for another Disclosure.

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. The DBS has a code of practice, which we fully comply with. A copy of this can be found on the gov.uk website.

Interview

We ensure that anyone making appointment decisions has the necessary information, guidance and support to identify and assess the relevance and circumstances of any offences.

If you are invited for interview for a position working with, or with access to sensitive information relating to children and young people, we shall assess issues relation to safeguarding and promoting the welfare of children and young people including:

- your motivation to work with children and young people;
- your ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- your emotional resilience in working with challenging behaviours; and
- your attitude to the use of authority and maintaining discipline.

Appointment

If you are offered the post, we shall ask for evidence of:

- your identity; and
- your qualifications (including any relevant professional registration).

We shall also check:

- whether you are on the Children's Barred List (List 99) or the POCA list (as appropriate). You are asked to give your date of birth and any previous surnames on this form for this purpose.
- that you are medically fit to undertake the role.

False Information

Please note that providing false information is an offence and could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police.