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*Community  
Legal Service*



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**“Working to Empower the Community”  
in Lancashire and Cumbria**

**Pamela Beswick – Chief Executive**



*Help Point*

**Also:-**

Preston Office: (01772) 759413 Carnforth Office: (01524) 732807

## **CRB Signposts Policy**

### **Policy Statement on the recruitment of ex-offenders**

#### **Background**

Everyone at Signposts using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust and who are recipients of Disclosure information must comply fully with the CRB Code of Practice. Amongst other things, this requires them to treat all applicants for positions who have a criminal record fairly and not to discriminate unfairly against the subject of Disclosure on the basis of conviction or other information revealed.

Candidates who wish to join the Signposts Team must be informed of the requirement for a CRB check and be provided with the rationale used to check disclosures.

#### **General Principles**

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Signposts 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 for Disclosure on the basis of conviction or other information revealed.

Signposts is committed to the fair treatment of its staff or potential staff or users of its services, regardless of race, gender, religion, sexual orientation, and responsibilities for dependants, age, physical/mental disability or offending background.

This document is the written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote the equality of opportunity for all with the right mix of talent, skills, and potential and welcome applicants from a wide range of candidate, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

Charity Registration Number: 1117645

Member of AdviceUK (previously FIAC)

Company Limited by Guarantee: 5990592

Registered in England and Wales



North Lancashire  
Teaching Primary Care Trust



INVESTOR IN PEOPLE

Additional major funding from Preston City Council, the FC Scott Charitable Trust and Tudor Trust

As Signposts works across all its work with vulnerable adults and children all those who wish to join the Signposts Team whether paid or voluntary are checked via CRB for a Enhanced Disclosure. All application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

We encourage all applicants for interview to provide details of their criminal record at an early stage in the application process. We request this information is sent under separate, confidential cover, to a designated person within Signposts and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Signposts to ask questions about your entire criminal record we only ask about (unspent) convictions as defined in the Rehabilitation of Offenders Act 1974

We ensure that all those in Signposts 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 or a volunteering opportunity.

**Having a criminal record will not necessarily bar you from working with us.** This depends on the nature of the position and the circumstances and background of your offences.

Chief Executive  
August 2009