

## **POLICY STATEMENT ON THE RE-HABILITATION OF OFFENDERS ACT (ROA) 1974**

### **INTRODUCTION**

The Rehabilitation of Offenders Act (ROA) 1974 applies to England, Scotland and Wales.

The act is aimed at helping people who have been convicted of a criminal offence and have not re-offended since.

- The London Borough of Richmond upon Thames uses the Disclosure Service to assess candidates' suitability for posts that involve positions of trust with children and vulnerable adults.
- London Borough of Richmond upon Thames is committed to fair treatment of staff and prospective employees/stakeholders regardless of race, gender, religion, sexual orientation. We will not discriminate ( indirect and direct ) on the grounds of race, gender, gender reassignment, marital status, being a lesbian or a gay man, age, religious beliefs, HIV status, or disability (covering sensory and physical disabilities, learning disabilities and mental health status).
- The Council also has a Equalities and Diversity policy, further information on the policy can be found at:  
[http://www.richmond.gov.uk/equality\\_and\\_diversity\\_policy.htm](http://www.richmond.gov.uk/equality_and_diversity_policy.htm)
- The policy statement is available is made available to all candidates who are required to complete a CRB Disclosure application form.
- The Council also promotes equality during the recruitment process welcomes applications from candidates including those who have a criminal record. All candidates are assessed/selected and interviewed on the basis of skills/abilities and knowledge according to the job description and person specification. To ensure that this procedure is adhered to the Council also has an accessibility policy, where users of our service can obtain information regardless of race, gender, religion, sexual orientation.
- When a Disclosure Check is requested a risk assessment is carried out that is proportionate and relevant to the post. For all posts where a Disclosure Check is required the Council ensures that the application form, and conditions of service state that a Disclosure will be required for this post.
- A Disclosure Check is only undertaken once an offer of appointment has been made. The successful candidate is seen at one of the regular recruitment surgeries by the Council's Countersignatory for verification of the CRB Disclosure Form. The information is only seen by the Recruitment Manager and Countersignatory.
- The Council will only ask questions about a candidate's criminal record and "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 if the nature of the post requires this.
- All Human Resource Advisers who are involved in the Recruitment and Selection process are trained and have attended the Recruitment and Selection Course and refresher course and have received appropriate guidance relating to the employment of ex-offenders.
- An open and measured discussion takes place either at interview or in a separate discussion on any offences/issues that might be relevant to the post.

Failure to reveal any relevant information that is directly relevant to the post may lead to dismissal or withdrawal of offer of employment.

- The CRB Code of practice is available on request.
- The Council discusses any issue revealed in a Disclosure with the applicant before any decision is made on the withdrawal of the post.

Having a Criminal Record will not necessarily bar you from working with the London Borough of Richmond upon Thames. Consideration will be given to which post is being applied for together with the background/nature of your offence(s).