



# WEST SUSSEX LEARNING LINKS

## Policy on the Recruitment of Ex-Offenders



Having a criminal record will not necessarily bar ex-offenders from working with Learning Links. However, this will depend on the nature of the offence(s), the number and pattern of the offence (if there is more than one, and how long ago the offence(s) occurred.

Learning Links uses the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust. As recipients of disclosure information, Learning Links must comply with the CRB Code of Practice.

This means we must treat fairly all applicants who have a criminal record and not discriminate unfairly against anyone who is the subject of a disclosure on the basis of conviction or other information revealed.

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

As a disclosure is central to the recruitment process, we would encourage all applicants to provide details of any criminal record at an early stage in the application process. At interview we would ensure that an open and measured discussion takes place on the subject of the offences or other matters that are relevant. Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment or volunteering position.

We ensure that all those in West Sussex Learning Links 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 in the relevant legislations relating to the employment of ex offenders, e.g. the Rehabilitation of Offenders Act 1974

Finally, as an organisation Learning Links supports and works with vulnerable adults for whom we have a duty of care. The exemptions Order of the Rehabilitation of Offenders Act 1974 allows Learning Links to enquire into the criminal background of job applicants and volunteers working with people with a learning disability. This includes all criminal convictions, including any which may in other circumstances be considered as spent.

### **Point of Reference:**

**Criminal Records Bureau – DIP 011 Sample Policy Statement on the Recruitment of Ex-Offenders.**  
**West Sussex County Council – Policy on the Recruitment of Ex-Offenders**