



DISCLOSURE INFORMATION PACK

ADVISORY NOTES TO APPLICANTS

CONVICTIONS AND SPENT CONVICTIONS OF A CRIMINAL NATURE

The position for which you are applying involves working with/affords the opportunity for access to children and/or vulnerable adults or is an excepted profession set out in the Rehabilitation of Offenders Act 1974. You are, therefore, required to declare any pending prosecutions or convictions, cautions or bind-overs you may have, even if they would otherwise be regarded as 'spent' under this Act.

The information you give will be treated in confidence and will only be taken into account in relation to any appointment for which the Authority deems a disclosure necessary.

The Authority is obliged, under arrangements introduced for the protection of children and vulnerable adults, to check with the Criminal Records Bureau (CRB) for the existence and content of any criminal record prior to your appointment.

You are, therefore, required to apply for a Disclosure from the CRB (guidance on how to do this will be provided if you are shortlisted). Failure to do this could prevent your application being considered further.

Information provided by you or the disclosure service will be dealt with in a confidential manner in accordance with the CRB's Code of Practice. You may view the Code of Practice on the CRB's website at www.disclosure.gov.uk or alternatively, a copy is available for inspection, on request.

A criminal record will not debar you from appointment, please see the Policy Statement on the Recruitment of Ex-Offenders, attached.

Failure to declare a conviction, caution or bind-over may result in dismissal of disciplinary action.

If you require any further information or advice regarding the disclosure process please contact the Human Resources Office.

ENCLOSURES:

- **Policy Statement on the Recruitment of Ex-Offenders.**
- **Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information**

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BLACKPOOL COUNCIL

Policy Statement on the Recruitment of Ex-offenders

General Principles

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, Blackpool Borough Council complies fully with the CRB Code of Practice and undertakes to treat all applicants fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed

The Council is committed to the fair treatment of its staff, potential staff and users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. It has a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

Having a criminal record will not necessarily bar applicants from obtaining employment with the Council. This will depend on the nature of the offence and its relevance to the position applied for.

Equality of Opportunity

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.

Recruitment Process

A Disclosure is only requested where it is relevant to the position concerned. For those positions where a Disclosure is required, information sent to applicants will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

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

Unless the nature of the position allows the Council to ask questions about an applicant's entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those 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.

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.

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BLACKPOOL COUNCIL

Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information

General Principles

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, Blackpool Borough Council complies fully with the CRB Code of Practice regarding the storage, handling, use, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe storage, handling, use, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and Access

Disclosure information is never kept on an applicant's personal file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment or other relevant decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CRB before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means (e.g. by shredding or burning). While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment or other decision taken.

Acting as an Umbrella Body

Before acting as an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations), we will take all reasonable steps to ensure that they can comply fully with the CRB Code of Practice. We will also take all reasonable steps to satisfy ourselves that they will store, handle, use, retain and dispose of Disclosure information in full compliance with the CRB Code and in full accordance with this policy. We will also ensure that any body or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

CRB/Work/App Pack
30th November 2006