



Newmarket Day Centre

Reg. No. 1160955

POLICY STATEMENT ON THE RECRUITMENT OF EX- OFFENDERS

(Staff and Volunteers)

Newmarket Day Centre aims to provide equality of opportunity for all with the right mix of talent, skills and potential. We welcome 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, you 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 you from employment. This will depend on the circumstances and background to your 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.

Newmarket Day Centre has a legal obligation to protect children and vulnerable adults 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. Applicants, paid or voluntary, who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of caution, reprimands or final warnings, as well as convictions, including "spent" convictions and where the post is subject to Enhanced Disclosure, other relevant non-conviction information, such as police enquiries and pending prosecutions will be included. Newmarket Day Centre is committed to compliance with the Disclosure and Barring Service Code of Practice for Registered Persons and other recipients of Disclosure information.

If you have any queries or concerns please contact Newmarket Day Centre. If you are in any doubt about your declaration, you should seek further advice e.g. from the Citizens Advice Bureau.

Agreed: September 2015

Review: 2018