

DISCLOSURE NEWS

February 2009 Issue

The newsletter for all new developments of your disclosure service

Independent Safeguarding Authority (ISA)

Over the next few months we will be bringing you up to date with regards to the new Independent Safeguarding Authority and how this will affect the way in which we currently provide a CRB Disclosure Service for your organisation. The Independent Safeguarding Authority is currently working alongside the Criminal Records Bureau towards introducing new procedures from 12th October 2009.

**Independent Safeguarding Authority**

Employing Ex-offenders

Since the launch of the CRB in 2002, there has been debate about the impact of disclosing criminal history and the impact of Disclosure on the ability of ex-offenders to be rehabilitated.

In the Customer Satisfaction Research for 2007 it was identified that 5.7% of Disclosures contain conviction or non-conviction information, which equates to about 193,000 applications. However, in 89% of these cases the applicant was still recruited to the post. Of those instances where the job application was withdrawn, a number were on the POCA and POVA lists or List 99 and therefore the employer had no option but to refuse the applicant.

But, even for those cases that remain, a decision to withdraw an offer of employment can have a devastating effect. For this reason it is a requirement that your organisation must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. APCS have a sample recruitment policy on the recruitment of ex-offenders available on request. A copy of this can be given to Disclosure applicants at the outset of the recruitment process but must be supplied if requested.

If you receive a Disclosure containing convictions you should consider:

- The seriousness and relevance of the convictions;
- Whether the conviction history suggests any safety implications to your staff, customers or property;
- The length of time since the offence(s);
- The age of the applicant at the time;
- The background to the conviction, ie. was it a one-off offence or part of a history of offending?
- Any changes in the applicant's circumstances since the offence was committed;
- If the offence has been de-criminalised or, where the conviction is committed abroad or in Scotland, would the action constitute a crime within England and Wales; and

Any relevant information provided by the applicant relating to the offence, for example domestic issues at the time, financial difficulties, etc

And remember that, when recruiting, having a criminal record should not always be a bar to employing an individual. The decision should be based on the nature of the position and the circumstances and background of the offences.

Should you have any employment queries regarding the Recruitment of ex-offenders please contact NACRO on Tel: 0800 0181259. Their helpline number has been set up to answer specific queries on criminal records and good practices in relation to employment of offenders. NACRO are an independent voluntary organisation

IN THIS ISSUE

- **Independent Safeguarding Authority**
- **Employing Ex-Offenders**
- **Errors In Completing the Disclosure Application Form**

DISCLOSURE NEWS

February 2009 Issue

Errors In Completing the Disclosure Application Form

Here at APCS , we have been receiving application forms with avoidable errors that can delay the processing of these checks. The most common errors are:



- Date of Birth in section A does not match that in section X or two dates in section X are different.
- A Driving Licence number identifies that a person has a middle initial but a middle name has not been given in section A.
- Full and continues five year address history is not included – if the address at Section A does not cover a period of a full five years then the applicant should complete section D. If these two addresses still don't cover a five year period, then provide the additional addresses on a continuation sheet and remember to tick the box in section H. The dates from and to at each address should match so there are no gaps.
- Not completing the form in black ink and not using capital letters
- Writing 'Not applicable' or 'N/A' as an answer is not necessary.
- Using correction fluid
- Ticking rather than putting an 'x' in the boxes.
- Be very careful to complete section C accurately.
- If a surname has changed for whatever reason include a surname at birth. If a women marries but her surname remains the same, include a surname at birth to show this has been considered and her year of marriage.
- If a woman uses a title such as Dr or Reverend, include a surname at birth to show this has been considered.
- If an applicant provides an alternate surname or forename, they must also provide the date(s) it was used. Do not repeat forenames in the surname section or surnames in the forename section.
- If an individual needs to enter additional names on a continuation sheet, please ensure they state whether it is a forename or surname.

Be sure to ask applicants to read the application form guidance notes carefully, to avoid errors.

Contact Information

APCS

THE CRB DISCLOSURE SPECIALISTS

www.criminalrecordchecks.co.uk

Registered Address:

4 Greenfield Road, Southport PR8 5LX

Tel : 0845 643 1145

Email: enquiries@accesspcs.co.uk