

GREENWICH COUNCIL

Working for Equal Opportunities

Disclosure of Criminal Records

As you have applied for a post giving substantial access to children, the Council is required by the Home Office and Department of Health and Social Security to ask you to disclose any convictions or cautions for criminal offences and then to carry out a check with the police to see if the successful candidate has a criminal record. If you are short listed for this post you will be asked to disclose any criminal convictions, bind over orders or 'cautions, including 'spent' offences covered by the Rehabilitation of Offenders Act 1974. If, following interview, you are selected as the most suitable applicant for the post, the Council will check with the police on the existence and contents of any criminal record they may hold on you before you are formally offered the post. In the event of a provisional offer of employment being withdrawn because of an unsatisfactory criminal record, you will have a right of appeal. Full details of the procedure will be sent to you at this stage.

The Council is an equal opportunities employer and is committed to eliminating prejudice in employment and taking positive action to counter the effects of disadvantage. We recognise that people with criminal convictions already face discrimination when seeking employment and we have therefore drawn up guidelines to ensure that they are not unfairly disadvantaged by this procedure. Information will be treated with the strictest confidence and people will only be prevented from obtaining employment if the Council considers they have a criminal record that makes them unsuitable for work involving substantial access to children.

Internal candidates should note that if they are already working in a job which provides substantial access to children and the Council obtains information on a criminal record which indicates unsuitability for work with children, then the matter will be brought to the attention of the Chief Officer of the employing department. No. existing employee will lose their job unless, after a full investigation, it is felt that the criminal record makes continuous employment or redeployment inappropriate.