

Railway Housing Association
Policy on Disclosure
Criminal Records Bureau (CRB)

1. Statement of Intent

The Association will carry out checks with the Criminal Records Bureau for all posts where the duties may include lone working with vulnerable customers.

In obtaining Disclosure, the Association will comply with the CRB Code of Practice.

2. Implementation

2.1 General Principles

The Association will not seek registration with the CRB, but will use an umbrella body who can countersign applications on our behalf.

Enhanced Disclosure will be obtained before appointment to any of the following posts:

Chief Executive
Director of Housing Services
Director of Asset Management
Housing Manager
Maintenance Manager
Project Manager
Housing Officer
Maintenance Inspector
Tenancy Services Officer
Scheme Manager

Ultimate responsibility for compliance with the parts of the code relating to receipt of Disclosure information lies with the Chief Executive.

All application packs for positions where Disclosure will be requested will contain a statement explaining that a Disclosure will be requested in the event of a successful application.

It will also be made clear that a criminal record or conviction will not necessarily be a bar to obtaining employment.

Disclosures will be reviewed every 3 years for the post holders listed above.

Criminal Records Bureau - Policy on Disclosure

2.2 Consideration of Information

Any relevant matters received in the Disclosure will be discussed with the employee:

- They will be advised of the CRB appeal process, and if applicable the possibility of re-deployment to another post within the organisation.
- If the Association is unable to help with re-deployment then, we reserve the right to terminate employment as we are unable to fulfil our statutory requirements.

Before reaching a recruitment decision the following will be considered:

- whether the conviction or other matter revealed is relevant to the post in question.
- the seriousness of any offence or other matter revealed.
- the length of time since the offence or other matter revealed.
- whether the applicant has a pattern of offending behaviour or other relevant matters.
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matter.
- the circumstances surrounding the offence and the explanation offered by the convicted person.

2.3 Security

Disclosure information will only be available to the following staff:

Chief Executive
PA to the Chief Executive
Director of Housing Services
Director of Asset Management

All Disclosures and other related documents will be kept in a locked cupboard in the Chief Executive's office, to which only the Chief Executive and the Chief Executive's PA have access.

2.4 Retention of Information

Documentation relating to the Disclosure will only be retained for 6 months after the relevant decision.

Should the decision be the subject of a dispute, it will be retained for 6 months after resolution of the dispute.

2.5 Staff Awareness

Each employee will receive a copy of this policy as part of the recruitment process.

Criminal Records Bureau - Policy on Disclosure

3. Responsibility

The Chief Executive is responsible for the effective implementation of this policy.

4. Review

This policy will be reviewed biennially or sooner if there are any changes in legislation.

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This policy can be made available on request in other languages, large type, Braille or in audio format.