

Criminal Records Bureau (CRB) Policy

The criminal record of a participant will be taken into account only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions that are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar you from being a participant. This will depend on the circumstances and background to your offence(s). If you will be carrying out such activities as those listed below, you **must** disclose any convictions(s) – spent or unspent (including bind over's, cautions or charges that have not yet been disposed of):

- Activities that brings you into contact with vulnerable groups such as the infirm, mentally ill and young people under the age of 18 years.
- Enter and View activities, which are concerned with the provision of health and social care services, and which is of such a kind as to enable you to have access to people in receipt of such services in the course of carrying out these activities.

Where a conviction has been disclosed in an individual's application, a discussion will take place regarding the offence and its relevance to the participant.

The Carers Federation uses the CRB Disclosure Service to obtain information to enable the LINK to assess the suitability of participants in positions of trust. The LINK complies fully with the CRB code of practice and does not discriminate unfairly against any subject of a CRB disclosure on the basis of conviction or other information revealed.

The LINK complies with the CRB code regarding the secure storage, handling, use, retention and disposal of CRB disclosures and disclosure information and with its obligations under the Data Protection Act.