

## Nottingham Climbing Centre Criminal Records Bureau Statement

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Nottingham Climbing Co. Ltd. complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Nottingham Climbing Co. Ltd. is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a disclosure is required, all application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Unless the nature of the position allows Nottingham Climbing Co. Ltd. to ask questions about an entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974. We ensure that all those in Nottingham Climbing Co. Ltd. who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In order to protect certain vulnerable groups within society, there are a number of posts and professions that are exempt from the provisions of the Rehabilitation of Offenders Act 1974. These include posts where, in the normal course of their duties, successful applicants will have access to persons in receipt of the centre's services. If the post applied for falls within this category, it will be exempt from the provisions of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act (Exceptions Order) 1975.

Candidates are, therefore not entitled to withhold information about convictions which for other purposes are 'Spent' under the provisions of the act and in the event of employment, any failure to disclose such convictions in the event of employment, could result in dismissal or disciplinary action by the employing organisation. Any information given will be confidential and will be considered only in relations to posts to which the order applies.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

Nottingham Climbing Co. Ltd. applies for CRB checks through;  
Nottingham Council for Voluntary Service (NCVS) based at 7 Mansfield Road,  
Nottingham. NG13FB.

For further information please contact Michelle Brown on 0115 934 8400.

For further information from Nottingham Climbing Co. Ltd. call 0115 9245 388.