



Recruitment of Ex-offenders Policy

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, BAND Ltd complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

BAND Ltd is committed to the fair treatment of staff or potential staff, regardless of race, sex, religion, sexuality, responsibilities for dependants, age, disability or offending background.

This Recruitment of Ex-Offenders Policy will be made available to all Disclosure applicants on request at the outset of the checking process.

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

Where a Disclosure is to form part of the recruitment process BAND Ltd will encourage all applicants to fully provide all information requested. We request that this information is sent under separate cover to the responsible Officer within BAND Ltd and we guarantee that this information is only to be seen by those who need to see it.

Unless the nature of the position allows BAND Ltd to ask questions about the applicants entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

BAND Ltd will ensure that our staff who involved in the Disclosure process are 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.

BAND Ltd will 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 the withdrawal of an offer of employment by the employer.

BAND Ltd will make every subject of a DBS Disclosure check aware of the existence of the DBS Code of Practice and make a copy available on request.

Having a criminal record does not necessarily bar an individual from working with children and young people. This will depend on the nature of the position and the circumstances and background of the offences.