

# Equal Opportunities and the Disclosure and Barring Service (DBS)

1. Acts Trust uses the Disclosure and Barring Service (DBS) to assess the suitability of both volunteers and applicants for employment in positions of trust. We comply fully with the DBS Code of Practice and undertake to treat all volunteers/applicants fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. Having a criminal record will not necessarily bar a volunteer/applicant from working within Acts. This will depend on the nature of the position and the circumstances and background of the offences.
2. For those posts deemed necessary, volunteers, and applicants who are offered employment, will be subject to a DBS check before the appointment is confirmed. Enhanced Disclosures will include details of cautions, reprimands or final warnings, as well as convictions, and also information relating to police enquiries and pending prosecutions.

## **Applicants for Employment**

1. This policy will be made available to all Disclosure applicants at the outset of the recruitment process.
2. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
3. Where a Disclosure is to form part of the recruitment process, all applicants called for interview will be encouraged to provide details of their criminal record at an early stage in the application process through a Confidential Declaration form. Such information should be sent, under separate and confidential cover, to a designated person within Acts Trust. We guarantee that this information will be seen only by those who need to see it as part of the recruitment process.
4. Unless the nature of the position allows Acts to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
5. The Lead Counter signatory, who assess the implications of any convictions with respect to the post applied for, are suitably trained to identify and assess the relevance and circumstances of offences. He is familiar with the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

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6. At interview, or in a separate discussion, we 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.
7. Every subject of a DBS Disclosure will be made aware of the existence of the DBS Code of Practice, and copies will be available on request or can be viewed at: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/474742/Code\\_of\\_Practice\\_for\\_Disclosure\\_and\\_Barring\\_Service\\_Nov\\_15.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf)
8. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

### Volunteers

1. Those involved in the recruitment of volunteers will make it clear to a candidate whenever a Disclosure is required.
2. Every subject of a DBS Disclosure will be made aware of the existence of the DBS Code of Practice, and copies will be available on request.
3. This policy will be made available to all Disclosure applicants at the outset of the recruitment process. OR: Information relating to the Recruitment of Ex-offenders will be made available to all Disclosure applicants.
4. All Disclosure applicants will be invited to provide details of any criminal record at an early stage through a Confidential Declaration form.
5. We guarantee that Disclosure information will be seen only by those who need to see it as part of the recruitment process.
6. The Lead Counter signatory, who assess the implications of any convictions with respect to the post applied for, are suitably trained to identify and assess the relevance and circumstances of offences. He is familiar with the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
7. We undertake to discuss with a volunteer any matters revealed in a Disclosure which relate directly to the position for which they have offered themselves. The welfare of children and vulnerable adults will always be our first concern.

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