GISLINGHAM PARISH COUNCIL

RECRUITMENT OF EX OFFENDERS (DBS CHECKS) POLICY

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), *Gislingham Parish Council* complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

- *Gislingham Parish Council* undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

- *Gislingham Parish Council* can only ask an individual to provide details of convictions and cautions that *Gislingham Parish Council* are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

- *Gislingham Parish Council* can only ask an individual about convictions and cautions that are not protected.

- *Gislingham Parish Council* 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 dependents, age, physical/mental disability or offending background.

- *Gislingham Parish Council* has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.

- *Gislingham Parish Council* actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

- *Gislingham Parish Council* select all candidates for interview based on their skills, qualifications and experience.

- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

- *Gislingham Parish Council* ensures that all those in *Gislingham Parish Council* who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

- *Gislingham Parish Council* also ensures 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.

- At interview, or in a separate discussion, *Gislingham Parish Council* ensures 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

- *Gislingham Parish Council* undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Signed: *C Tranter* **Chair**

Approved by Gislingham Parish Council on 19th January 2026

Date of next review January 2027