



# Policy Statement on the Recruitment of Ex-Offenders

## Introduction

Atlantic Data Ltd (“we”, “us” and “our”) refers to the owner of this website, whose registered office is at Atlantic House, 7 Davy Avenue, Knowlhill, Milton Keynes, Buckinghamshire MK5 8HJ and whose registered company number is 04085856.

In accordance with the DBS Code of Practice, organisations in receipt of disclosure information and Update Service information have an obligation to have a written policy on the suitability of ex-offenders for employment in relevant positions. Organisations carrying out an Umbrella Body function are required to make the policy available to their clients.

This document provides a policy statement that can be adopted by organisations using Atlantic Data’s Disclosures and Disclosures Manager systems as part of those organisations’ recruitment of applicants who are ex-offenders. This document is provided as a sample policy in compliance with the DBS Code of Practice as Atlantic Data processes DBS applications on behalf of employers as an Umbrella body and does not directly employ applicants requiring a DBS application.

## Complying with the Code of Practice

This organisation is using an Umbrella Body for the purpose of obtaining criminal record checks from the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust.

We comply with the DBS’ Code of Practice and strive to treat all applicants for positions fairly. We will not discriminate against any subject of a certificate on the basis of a conviction or other information revealed.

We are committed to the fair treatment of individuals and users of our services, regardless of race, gender, religion, sexual orientation, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all and hire individuals who display a combination of talent, skills, potential and experience. Furthermore, we welcome applications from a wide range of candidates, including those with criminal records.

## When will we request a DBS check

A DBS check is only requested after a thorough risk assessment has indicated one is relevant to the position concerned. Where a check is required, all application forms, job adverts and recruitment briefs will contain a statement advising a DBS check will be requested if the applicant is offered the position.

Where a DBS check is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the job application process.

We request that this information is sent under separate, confidential cover to a designated person within the organisation. This information will only be seen by strictly authorised persons dealing with the recruitment process.

Unless the nature of the position allows us to ask questions about your entire criminal record, we only ask about unspent criminal convictions as defined in the Rehabilitation of Offenders Act 1974.

## Our processes

We ensure that those involved in the recruitment process, have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure they have received appropriate guidance and training in legislation relating to the employment of ex-offenders, i.e. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that open and measured discourse takes place on the subject of any offences or other matters which might be relevant to the position. Failure to reveal information which is directly relevant to the position, could lead to withdrawal of the employment offer.

We make every subject of a DBS check aware of the DBS' Code of Practice and make a copy available on request.

We will discuss any matter revealed in a certificate, with the person seeking the position, before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily stop you from working with this organisation. This will depend on the nature of the position plus the circumstances and background of the offences.