

Disclosure and barring service checks and recruitment of ex-offenders policy

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Section 1: Overview

1.1 Purpose

1.1.1 Frontline is committed to safeguarding the welfare of the children, young people and vulnerable adults that it works with, from assessment processes through to programme delivery.

1.1.2 Frontline also actively promotes equality of opportunity for all with the right mix of talent, skills, qualifications and potential and welcomes applications from a wide range of prospective employees and participants, including those with criminal records. Frontline considers all applicants based on their skills, qualifications, and experience.

1.1.1 This policy exists to:

- ensure that Frontline's recruitment processes consider the suitability of an applicant for a role on the basis of their criminal record where appropriate; and
- ensure that no one is employed in a role from which they are barred; and
- ensure that all applicants and subjects of a criminal record check are treated fairly and not unfairly discriminated against on the basis of conviction or other information revealed.

1.2 Scope

1.2.1 This policy applies to the recruitment of all employees, volunteers (including trustees), contractors and participants on the Frontline programme.

1.2.2 A copy of this written policy is available to employees. A copy of this policy is made available to all applicants that are required to undertake a DBS check at the start of the recruitment process.



1.3 Responsibilities

1.3.1 The Head of People is responsible for its implementation in relation to employees, volunteers (including trustees) and contractors.

1.3.2 The Chief Social Worker is responsible for its implementation in relation to participants.

1.4 Definitions

Applicant	Any individual who has or intends to apply for a job or voluntary position at Frontline, a contractor role or a place on one of our programmes
Code of Practice	DBS code of practice for registered persons and other recipients of disclosure information
DBS	Disclosure and Barring Service, the body that processes criminal record checks
Regulated activity	An activity as defined in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 (as amended)
Vulnerable adult	A person who has attained the age of 18 and to whom an activity which is a regulated activity relating to vulnerable adults is provided

Section 2: Policy and procedures

2.1 Disclosure of convictions and cautions

2.1.1 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), Frontline complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly.



2.1.2 Frontline will only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested, Frontline will only ask an individual about convictions and cautions that are not protected from disclosure.

2.1.3 An application for a criminal record check will only be 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.

2.2 Offers and vetting procedures

2.2.1 An offer of employment or a place on the Frontline programme will be conditional, depending on the role's eligibility and satisfactory completion of DBS checks. No applicant will be permitted to commence their role, training or placement (as appropriate) until all specified conditions are satisfied.

2.2.2 Once Frontline has made a conditional offer, the applicant will be sent a link to an online form for completion and they will be required to provide the required supporting documents. Frontline will cover the cost of the disclosure check. Participants on the Frontline programme who require a second check due to their own actions, for example loss of the certificate, may be required to contribute towards the cost.

2.2.3 Frontline will make every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and make a copy available on request.

2.2.4 Frontline is committed to going through the proper DBS channels to establish whether or not an individual has a criminal record. We will not require applicants or existing



employees to use their subject access rights under data protection provisions to provide criminal record details, unless this is required by law.

2.3 Recruitment of ex-offenders

2.3.1 Frontline is committed to the fair treatment of employees and potential employees or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

2.3.2 Not all criminal convictions will be a bar to employment. The results of a DBS check will be considered on an individual basis and Frontline will act in a proportionate manner when deciding whether or not to proceed with the appointment to the post in question. The nature of the offence(s) and when they occurred will be taken into account.

2.3.3 Frontline ensures that there are staff involved in the recruitment process who have been suitably trained to identify and assess the relevance and circumstances of offences. It 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.

2.3.4 At interview, or in a separate discussion, Frontline 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 or a place on the Frontline programme.

2.3.5 Frontline undertakes to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer.



2.3.6 For applicants for the Frontline programme with a relevant disclosure, it may be necessary to follow the procedures outlined in the suitability for professional practice policy.

2.3.7 Frontline will not knowingly employ anyone in a regulated activity with a group from which they are barred from working.

2.3.8 Where an applicant refuses to agree to an application to the DBS the individual will be treated as not having satisfactorily completed the DBS check.

2.4 Data handling

2.4.1 Frontline complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information.

2.4.2 In accordance with section 124 of the Police Act 1997, disclosure information is only passed to those who are authorised to receive it in the course of their duties. Frontline maintains a record of all those to whom disclosures or disclosure information has been revealed and recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

2.4.3 Once a recruitment (or other relevant) decision has been made, Frontline does not keep certificate information for any longer than is necessary. Necessary retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits.

2.4.4 Once the retention period has elapsed Frontline will ensure that any DBS certificate information is immediately destroyed by secure means. Frontline may retain the disclosure number, date of issue, the name of the individual and ID on file as



confirmation that a disclosure was completed. Frontline will also keep details of the recruitment decision taken but will not keep any photocopy or other image of the disclosure or any copy or representation of the contents of a disclosure.

- 2.4.5** Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Section 3: Relevant references

3.1 Laws and regulations

3.1.1 DBS Code of Practice

Police Act 1997

Protection of Freedom Act 2012

Rehabilitation of Offenders Act 1974

Rehabilitation of Offenders Act 1974 (Exceptions) Order

Safeguarding Vulnerable Groups Act (SVGA) 2006

3.2 Frontline policies and documents

3.2.1 Recruitment and admissions policy and procedure (Frontline programme applicants only)

Safeguarding policy

Suitability for professional practice policy (Frontline programme only)