

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

Age Connects Cardiff and the Vale outsource the application of disclosures to Complete Screening Backgrounds, a registered company authorised to handle disclosures. Below are their Policy Statements.

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

We are 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.

The written policy on the recruitment of ex-offenders can be made available to all staff on request. A Disclosure should only be requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. 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.

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

We ensure that all those within the company who are involved in the recruitment process have been 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.

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

Having a criminal record will not necessarily bar individuals from working in specific industries. It will depend on the nature of the position and the circumstances and background of your offences.

POLICY STATEMENT: SECURE STORAGE, HANDLING, USE, RETENTION & DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION.

We use the Disclosure & Barring Service (DBS) to help assess the suitability of applicants for positions of trust and comply fully with the DBS Code of Conduct regarding the correct use, storage, retention and disposal of Disclosures and Disclosure information. We also comply fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling of Disclosure information and have a written policy on these matters, as detailed below:

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.

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.

Disclosure certificates detailing 'Additional information' will only be disclosed to those individuals who make decisions on recruitment and will not be disclosed to the applicant under any circumstances.

Once a recruitment decision has been made, Disclosure information is not retained for any longer than is absolutely necessary and is not photocopied. This is generally for a period of up to six months, however, in exceptional circumstances we will consult with the Disclosure & Barring Service (DBS) should it be necessary to keep the disclosure information for a longer period of time.

Once the retention period has elapsed, we will ensure that any paper-based Disclosure information is immediately and safely destroyed by use of a Shredder and any electronic information removed from the system.