



# **Dove Nest Group**

## **Disclosure and Barring**

### **Service Policy**

## DOVE NEST GROUP POLICIES AND PROCEDURES

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Approved at full Board Meeting on

Signed:



**Managing Director Jenny Jones**

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# DOVE NEST GROUP POLICIES AND PROCEDURES

## Introduction

The code of practice published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed.

The code also obliges registered bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process.

This policy documents the commitment to this by the Dove Nest Group.

## DBS Rules

- 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), Dove Nest Group complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
- Dove Nest Group undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Dove Nest Group can only ask an individual to provide details of convictions and cautions that Dove Nest Group 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).
- Dove Nest Group can only ask an individual about convictions and cautions that are not protected. A caution or conviction will NOT be protected if it is for a 'listed offence' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Listed offences include serious violent and sexual offences and offences which are of specific relevance to the safeguarding of children and vulnerable adults. A caution or conviction for a listed offence must always be disclosed to us.

Dove Nest Group 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 dependants, age, physical/mental disability or offending background.

- Dove Nest Group 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 – Reference Dove Nest Recruitment Policy.
- Dove Nest Group 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.
- Dove Nest Group select all candidates for interview based on their skills, qualifications and experience.

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- 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.
- Dove Nest Group ensures that all those in Dove Nest Group who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- Dove Nest Group 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, Dove Nest Group 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.
- Dove Nest Group makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.
- Dove Nest Group undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
- All employees, associates and subcontractors are required to advise their manager or contact at Dove Nest Group in the event of any conviction or Police Caution, arising through activities related to their work, or outside of work, immediately or as soon as is possible after the event.
- Line managers must report disclosed convictions and cautions to the Board of Directors, Dove Nest Group undertakes to discuss any matter revealed with the individual as part of assessing any implications to risk, safeguarding and appropriate behaviour.