

Disclosure & Barring Service (DBS)

Policy Outline

As a Company assessing applicants' suitability for positions, using criminal record checks processed through the Disclosure and Barring Service (DBS), Creative in Excellence complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

Creative in Excellence undertakes not to discriminate unfairly against any subject of a criminal record check, on the basis of a conviction or other information revealed. The Company can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

The Company 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.

The Company also 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. It will select all candidates for interview based on their skills, qualifications and experience. DBS checking will also take place as part of the recruitment and induction process.

An application for a criminal record check is submitted to DBS for all employees and contractors who have contact with students or access to sensitive data. 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.

The Directors of Creative in Excellence have received appropriate guidance and training in the process of DBS and relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Failure to reveal information, by an applicant, that is directly relevant to the position sought could lead to withdrawal of an offer of employment

Creative in Excellence 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.

The Company undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

With regard to the internal process for DBS checking, please reference the Company Staff Handbook.