

Summary of Hesley Group Policy on its use of the
Disclosure and Barring Service (DBS) to carry out checks
on Employees and Prospective Employees

- 1 Because of the nature of its work with children and vulnerable adults Hesley Group uses the Disclosure and Barring Service (DBS) to make checks at an enhanced level on all persons whose work or proposed work for any Hesley Group service will involve regular contact with or working in close proximity to children and vulnerable adults in Hesley Group's care.
- 2 Hesley Group uses the services of Capita to undertake the DBS process on our behalf. As an organisation using the DBS Service to assist in assessing applicants' suitability for positions of trust, Hesley Group complies fully, and has ensured that Capita complies fully, with the CRB Code of Practice and we undertake to treat all job applicants fairly.
- 3 Hesley Group will not discriminate unfairly against any job applicant on the basis of a conviction or other information revealed by a DBS Disclosure.
- 4 Hesley Group is committed to the fair treatment of its entire employees, potential employees and users of its services regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- 5 Hesley Group actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. Candidates for interview are selected on the basis of their skills, qualifications and experience.
- 6 All applicants for employment within Hesley Group who are invited for interview are required to provide details of their criminal record including any convictions, bindings over and cautions under separate confidential cover to the Operations Director/Head or Manager designated for that purpose. Hesley Group guarantees that this information will only be seen by those who need to see it as part of the recruitment process.
- 7 The nature of Hesley Group's work means that no convictions, bindings over or cautions, even as a juvenile, can necessarily be considered as 'spent'. All must be disclosed, and candidates may be questioned about any of them.
- 8 Hesley Group ensures that all those who are involved in the consideration of these matters in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, and the relevant legislation relating to the employment of ex-offenders.

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- 9 At interview, or in a separate discussion, Hesley Group will ensure that there is an open and measured discussion with each candidate about any offences or other matters which might be relevant to the position.

- 10 Failure to reveal information about convictions, bindings over or cautions or any other matter relevant to the position sought may, on discovery, result in withdrawal of an offer of employment or, if already employed, summary dismissal.

Having a criminal record will not necessarily bar you from working with us.

This will depend on the nature of the position and the circumstances and background of your offences.