



including **Todmorden War Memorial Trust** and **Abraham Ormerod Trust**

## **Disclosure and Barring Service Policy**

**Date of Policy:** October 2023

**Policy Review:** Every two years at the AGM or when anything changes

- As an organisation assessing applicants' suitability for Voluntary 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), Tod Support complies fully with the Code of Practice and undertakes to treat all applicants for the Voluntary positions fairly. Tod Support undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Tod Support can only ask an individual to provide details of convictions and cautions that the organisation is 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), Tod Support can only ask an individual about convictions and cautions that are not protected.
- Tod Support is committed to the fair treatment of its volunteers, potential volunteers, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- Tod Support 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. Tod Support selects all candidates for interview based on their skills, qualifications, and experience.
- 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 voluntary 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.
- Tod Support will ensure that all those involved with working with children or vulnerable adults will have a recent DBS Check. This includes but is not limited to Case workers, members of the Management committee and trustees (Where required)
- Tod Support ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Tod Support 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, Tod Support 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 in the voluntary roles available.

- Tod Support undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
- Tod Support will renew DBS checks every 12 months from the issuing date to ensure that records and checks are up to date.