



# DBS POLICY STATEMENT

## Safeguarding Statement

Camberwell After School Project (CASP) is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Disclosure of a Criminal Record.

The Rehabilitation of Offenders 1974 (Exceptions) (Amendment) Order 1986 does not apply to posts where there is access to children. This means that applicants for employment which involves working with children and young people must disclose any criminal record. If you are selected for appointment you will be subject to this procedure. All Disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose. The application for an Enhanced Disclosure will be activated before your first day of work.

As an organisation using disclosure and barring service (DBS) checking service assess applicant's suitability for positions of trust, Camberwell after School Project (CASP) complies fully with the code of practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Camberwell After School Project 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.

We have a written policy on the recruitment of ex- offenders, which is made available to all DBS applicants at the outset of the recruitment process.

We actively promote 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 after thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. All candidates who meet the short listing criteria will be selected for an interview based on their skills, qualifications and experience.

All successful applicants working for Camberwell After School Project (CASP) will require to carry out an enhanced DBS check, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to the designated person within Camberwell after school project and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Camberwell After School Project 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 in Camberwell after school project 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 offenders act 1974.

At an interview, or in a separate discussion, we ensure 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.

We make every subject of a DBS check aware of the existence of the code of practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

