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# **Bowel Cancer UK Safer Recruitment Policy**

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## Version Control

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| Issue date:                                     |     | Review date: |                         |
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| Date:                                           |     |              |                         |
|                                                 |     |              |                         |
| Review and consultation process:                |     |              |                         |
|                                                 |     |              |                         |
| Responsibility for implementation and training: |     |              |                         |

### 2. Document revision history

This document shall be amended by releasing a new edition of the document in its entirety. The Amendment Record Sheet below records the history and issue status of this document.

| Date | Author | Reason for revision |
|------|--------|---------------------|
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### 3.

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## 1. Policy statement

This policy sets out our approach that Bowel Cancer UK will take when recruiting employees and volunteers to posts involving work with children/vulnerable adults within the four nations of the UK.

We're committed to equality of opportunity for all job applicants and volunteers and aim to select people based on their skills, abilities, experience, knowledge and where needed, qualifications and training.

We'll comply with our legal obligations when recruiting people to work with children/vulnerable adults.

## 2. Scope

This policy applies to our Trustees.

This policy applies to our volunteers. For DBS purposes, the definition of a volunteer is set out in the Police Act 1997 (Criminal Records) Regulations 2002. If a role is eligible for a Standard, Enhanced, or Enhanced with Barred List(s) DBS check, the charity must ensure it meets the criteria set out in the definition below before submitting a free-of-charge DBS application:

'a person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third-party other than, or in addition to, a close relative.'

The policy will be widely promoted to all our trustees, staff and volunteers. Failure to comply with this policy may result in disciplinary action being taken in line with our disciplinary policy.

## 3. Types of disclosure and barring service check

There are four types of Disclosure and Barring Service (DBS) check:

**Basic disclosure:** Shows details of unspent convictions only.

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**Standard disclosure:** Shows details of spent convictions, unspent convictions and cautions that have not been filtered.

**Enhanced disclosure:** Shows details of spent convictions, unspent convictions and cautions that have not been filtered. Includes a check of local police records.

**Enhanced disclosure with barred lists check:** Shows details of spent convictions, unspent convictions and cautions that have not been filtered. Includes a check of local police records and the barred lists held by the DBS.

### **Disclosure of criminal convictions**

We require job applicants and volunteers for certain roles to disclose all criminal convictions, whether spent or unspent (other than where protected cautions and protected convictions do not need to be disclosed, depending on the job concerned).

## **4. DBS Checks**

Trustees, job applicants and volunteers for certain posts will be required to give us permission to apply via a Responsible Organisation for disclosure showing details of unspent criminal convictions. We will seek their permission to apply for this via a Responsible Organisation.

There are differences in the legislation for England and Wales, Northern Ireland, and Scotland. This means that eligibility for checks can be different, and different information can be disclosed across the jurisdictions.

## **4. Process for DBS checks**

To enable trustees, job applicants and volunteers for posts covered by this policy to carry out the DBS check, we'll provide them with details regarding the application process, asking them to complete and submit documents proving their identity.

We'll complete the DBS application on behalf of Bowel Cancer UK and pay the application fee. Once the check has been carried out, the DBS should send the certificate to the job applicant or volunteer. We'll ask the job applicant or volunteer for sight of the DBS certificate.

If the job applicant or volunteer is a member of the DBS update service, with their permission, we'll carry out a status check on any current certificate.

## **6. Offers of employment**

An offer of employment or voluntary work for a post involving children/vulnerable adults will be conditional on the job applicant or volunteer satisfying our usual requirements for employment (for example to provide satisfactory references and evidence establishing their right to work in the UK).

In addition, our offer of employment or voluntary work will be conditional, where required, on satisfactory completion of DBS checks, depending on the post in question. In the event that a job applicant or volunteer refuses to agree to an application to the DBS, or a DBS check is completed but they refuse to allow us to see the DBS certificate, the job applicant or volunteer will be treated as not having satisfactorily completed the DBS check.

Job applicants and volunteers will not, without exception, be permitted to commence with our organisation until all specified conditions are satisfied.

Not all criminal convictions will be a bar to joining us. We'll consider the results of a DBS check on an individual basis and will act in a proportionate manner when deciding whether to proceed with an appointment in question. However, the protection and safeguarding of children/vulnerable adults is our primary concern.

## **7. Data protection**

Our organisation processes information about individuals' criminal records in accordance with its data protection policy / policy on processing special category personal data and criminal records data. We hold data collected during recruitment securely. We'll allow only authorised individuals to access and/or disclose personal data for the purposes of completing the recruitment process.

Inappropriate access or disclosure of employee data constitutes a data breach and anyone who becomes aware of such a breach should report it immediately in line with our organisation's data protection policy. A data breach is also likely to constitute a disciplinary offence, which we'll deal with under our disciplinary procedure.

We'll destroy securely any information about criminal records gathered in the course of the recruitment vetting process. No personal data related to criminal records will be transferred to any human resources record.

We're committed to going through the proper DBS channels to establish whether or not an individual has a criminal record. We'll not require job applicants or existing employees to use their subject access rights under data protection provisions to provide criminal record details.

**Policy approved by: FRC**

Signature      FRC

Date\_\_\_\_\_November 2023\_\_\_\_\_

Review: November 2026

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