

GUIDANCE ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation using the Disclosure & Barring Service (DBS – formerly known as CRB) to assess applicants' suitability for positions of trust, Bracknell Forest Council complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS Certificate on the basis of conviction or other information revealed.
- We 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. We select all applicants for interview based on their skills, qualifications and experience. Unless the nature of the position allows Bracknell Forest Council to ask questions about the entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- Having a criminal record will not necessarily bar someone from working with us. This will depend on the nature of the position and the circumstances and background of those offences.
- A DBS Certificate is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Certificate is required, all application packs will contain a statement that a Certificate will be requested in the event of the applicant being offered the position.
- At 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 undertake to discuss any matter revealed in a DBS Certificate with the person seeking the position before withdrawing a conditional offer of employment.
- This document, based on the DBS Code of Practice, is in full at <https://www.gov.uk/government/publications/dbs-code-of-practice>