

## **Disclosure and Barring Service (DBS) Checks Policy Statement and Declaration of Criminal Record Information**

### **General Principles**

The Bond Board is committed to safeguarding and promoting the welfare of all clients and service users. We recognise that positions involving advice, support and contact with potentially vulnerable adults can create relationships of trust. To reduce the risk of harm, we operate a range of safeguarding measures including safer recruitment practices, verification of references, DBS checks where appropriate, structured interviews, safeguarding training, whistleblowing procedures, and safe working practices.

The Bond Board actively promotes equality of opportunity and welcomes applications from a diverse range of candidates. We assess applicants on their skills, experience and suitability for the role and will not unfairly discriminate against any individual on the basis of a criminal record.

Criminal record information will only be requested where it is lawful and relevant to the position being applied for.

### **Recruitment of Ex-Offenders**

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, The Bond Board complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly.

A criminal record will not automatically prevent an individual from being employed. Any information disclosed will be considered on a case-by-case basis, taking into account:

- the nature of the offence;
- its relevance to the role;
- the circumstances surrounding the offence;
- the time that has elapsed since the offence occurred; and
- evidence of rehabilitation.

Where a DBS check is required, the level of check (Basic, Standard, Enhanced, or Enhanced with Barred List check) will depend upon the duties of the role and the applicable legal requirements.

## **Rehabilitation of Offenders Act 1974 and DBS Filtering**

The Bond Board complies with the Rehabilitation of Offenders Act 1974, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended), and current DBS filtering rules.

Applicants should not disclose protected cautions or protected convictions that are subject to the DBS filtering rules. Information requested will be limited to that which the organisation is legally entitled to obtain for the particular role.

Where a role is exempt from the Rehabilitation of Offenders Act 1974, applicants may be required to disclose convictions, cautions, reprimands or warnings that are not protected by the DBS filtering rules.

## **Data Protection**

The Bond Board complies with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and all applicable legislation relating to the processing of criminal offence data.

Criminal record information will be processed only where there is a lawful basis to do so, will be accessed only by those involved in the recruitment process, and will be retained and disposed of securely in accordance with the organisation's retention schedule and privacy notice.

Further information about how criminal offence data is collected, used, stored and retained is available in the Privacy Notice for Job Applicants.

## **Declaration of Criminal Record Information**

Complete this section only if the recruitment process requires you to provide criminal record information.

Do not disclose any protected cautions or protected convictions that are subject to DBS filtering.

The information provided will be treated confidentially and will only be reviewed by authorised personnel involved in the recruitment process.

|                             |  |
|-----------------------------|--|
| Post Applied For:           |  |
| Title (Mr, Mrs, Miss, etc.) |  |
| First Name                  |  |
| Surname                     |  |

Please provide details of any criminal record information that you are legally required to disclose for this role.

|                         |  |
|-------------------------|--|
| Offence / Disposal:     |  |
| Date:                   |  |
| Sentence / Outcome:     |  |
| Additional Information: |  |

|                         |  |
|-------------------------|--|
| Offence / Disposal:     |  |
| Date:                   |  |
| Sentence / Outcome:     |  |
| Additional Information: |  |

### Declaration

I declare that, to the best of my knowledge and belief, the information provided on this form is true, complete, and accurate.

|             |  |
|-------------|--|
| Signature:  |  |
| Print Name: |  |
| Date:       |  |