

International Community Organisation of Sunderland

DBS Policy

1. As an organisation assessing applicants' suitability for 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), International Community Organisation of Sunderland (ICOS) complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. ICOS undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
2. ICOS can only ask an individual to provide details of convictions and cautions that ICOS are 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), ICOS can only ask an individual about convictions and cautions that are not protected.
3. ICOS 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.
4. ICOS has a written policy on the recruitment of ex-offenders, which applies to all DBS- checked candidates. ICOS 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. ICOS select all candidates for interview based on their skills, qualifications and experience.
5. 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 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.
6. At interview, or in a separate discussion, ICOS 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.

NOTE: position can also mean a voluntary position or placement.

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