



Turtle Dove Cambridge Community Interest Company

DBS and Ex-Offenders Policy

Reviewed: May 2025

Review due: May 2026

Introduction

The code of practice published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed.

The code also obliges registered bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process. This policy forms the written policy in this regard.

Statement of Intent

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), Turtle Dove Cambridge (TDC) complies fully with the code of conduct and undertakes to treat all applicants for positions fairly.

TDC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

TDC can only ask an individual to provide details of convictions and cautions that TDC 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).

TDC can only ask an individual about convictions and cautions that are not protected.

TDC is committed to the fair treatment of its staff, potential staff, volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

TDC has a written policy on the recruitment of ex-offenders (this policy), which is made available to all DBS applicants at the start of the recruitment process.

TDC actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records.

TDC selects all candidates for interview based on their skills, qualifications and experience.



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 role profiles will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

TDC ensures that all those in TDC who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

TDC also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974

At interview, or in a separate discussion, TDC 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.

TDC makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request

TDC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

TDS ensures information about an employee's criminal record will be treated confidentially and disclosed only to those who have a legitimate need to know. TDC ensures any employee with a criminal record will receive fair treatment and will be subject to the same disciplinary procedures and standards as other employees. Termination decisions will be made based on job performance and conduct, rather than the existence of a criminal record.