Rocksteady Music School

Policy on the Recruitment of Ex-offenders

1. As an organisation using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, we aim to comply fully with the code of practice and undertake to treat all applicants for positions fairly.
2. A DBS check is currently proportionate and relevant to all roles at Rocksteady. Our recruitment information contains a statement that a DBS check will be requested in the event of the individual being offered the position.
3. We are committed to the fair treatment of staff, potential staff, and of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability, or offending background
4. This policy is made available to all DBS applicants at the start of the recruitment process
5. We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates. We select all candidates for interview based on their aptitude, skills, qualifications, and experience in relation to the requirements of the post.
6. We encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We guarantee that this information is only be seen by those who need to see it as part of the recruitment process.
7. We ensure that all those who are involved in the recruitment process will have suitable guidance to enable them to identify and assess the relevance of the offence in relation to the position applied for. We also ensure that they receive appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
8. 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
9. We make 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
10. We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment

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