



## DBS Policy

- 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), Leeds West Indian Carnival complies fully with the DBS Code of Practice (<https://www.gov.uk/government/publications/dbs-code-of-practice>) and undertakes to treat all applicants for positions fairly
- Leeds West Indian Carnival undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- Leeds West Indian Carnival can only ask an individual to provide details of convictions and cautions that we 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)
- Leeds West Indian Carnival can only ask an individual about convictions and cautions that are not protected
- Leeds West Indian Carnival is committed to the fair treatment of its staff and volunteers of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- Leeds West Indian Carnival 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
- Leeds West Indian Carnival selects all staff and volunteers 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 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
- Leeds West Indian Carnival ensures that all those in our organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- Leeds West Indian Carnival 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



### DBS Policy

- At interview, or in a separate discussion, Leeds West Indian Carnival 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
- Leeds West Indian Carnival 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
- Leeds West Indian Carnival undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Date	Dec 2020
Originator	Stuart Bailey
Approved by	SH
Reviewed/revised	
Date:	Dec 2021 -SB
Date:	
Date:	