

# **Elmsgrove Community Arts CIC**

## **DBS Policy**

*Adopted on: 9th June 2025*

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### **1. Purpose and Scope**

This policy outlines Elmsgrove Community Arts CIC's (ECACIC's) approach to criminal record checks and the recruitment of individuals with criminal convictions. It applies to all staff, volunteers, and directors. All such individuals are required to undergo a DBS check upon recruitment. These checks are reviewed every three years.

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### **2. Commitment to Fair Treatment**

ECACIC is committed to treating all applicants fairly and not discriminating unfairly against any subject of a criminal record check based on a conviction or other information revealed. We comply fully with the Disclosure and Barring Service (DBS) Code of Practice and undertake to handle all data with the utmost confidentiality and care.

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### **3. Legal Compliance**

- ECACIC only asks applicants to provide details of convictions and cautions that we are legally entitled to know about.
  - Where a DBS certificate (standard or enhanced) can legally be requested (i.e., where the position is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and relevant Police Act Regulations), ECACIC will not ask about convictions or cautions that are 'protected' under law.
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### **4. Equality and Inclusion**

ECACIC is committed to the fair treatment of its staff, potential staff, and service users, regardless of:

- Race
- Gender
- Religion or belief
- Sexual orientation
- Age
- Disability (physical or mental)
- Caring responsibilities

- Background, including any criminal record

We actively promote equality of opportunity and welcome applications from a diverse range of candidates, including those with criminal records. All applicants are selected for interview based on merit—skills, qualifications, and experience.

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## **5. Recruitment of Ex-Offenders**

- ECACIC has a written policy on the recruitment of ex-offenders, made available to all DBS applicants at the start of the recruitment process.
  - A DBS check is only submitted after a thorough risk assessment determines it to be necessary and proportionate to the role.
  - Job adverts, recruitment briefs, and application forms will state when a DBS check will be required for a given role.
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## **6. Recruitment Process and Training**

- Those involved in recruitment receive appropriate training to identify and assess the relevance of criminal records, and to understand legislation relating to the employment of ex-offenders (e.g., the Rehabilitation of Offenders Act 1974).
  - Where necessary, ECACIC ensures a measured and open discussion is held with applicants regarding any offences or matters that may be relevant to the role. Failure to disclose relevant information may result in withdrawal of a job offer.
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## **7. Transparency and Communication**

- Applicants undergoing a DBS check are informed of the DBS Code of Practice, and a copy is made available upon request.
  - Should a DBS certificate reveal information of concern, ECACIC undertakes to discuss the matter with the applicant before withdrawing any conditional offer of employment.
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**This policy was adopted by ECACIC on: 9th June 2025**

**Signed on behalf of the Management Committee:**

*Barry Elms* – Director – \_\_\_\_\_

**Next Review Date:** June 2026

**Committee Members Present at Review:**

**Date Name Signature**