



Disclosure & Barring Service Policy

Rydon



Background

Rydon is committed to the fair treatment of its employees and applicants, and no individual will be unjustifiably discriminated against on the basis of race, colour, nationality, ethnic origin, gender, sexual orientation, marital or parental status, age, disability, political or religious or socio-economic class. Please see Rydon's Equality and Diversity Policy.

Policy

For the majority of positions, Rydon will only ask about "unspent" convictions, as defined in the Rehabilitation of Offenders Act 1974. However, some positions require employees to come into contact with the public and assume positions of trust. To ensure the protection of the public, and justify public trust and confidence, Rydon is required to ensure that only suitable candidates are allowed to take up such positions. Rydon uses the Disclosure and Barring Service (DBS) Disclosure service to assess the suitability of employees and applicants for some positions. For some positions, particularly in the healthcare arena, and those involving work with children and/or vulnerable adults, no conviction can be considered "spent". Therefore applicants to these positions will be asked to disclose information about any criminal conviction, including spent sentences, cautions and bind-over orders.

As an organisation using the Disclosure and Barring Service Disclosure service, Rydon complies fully with the DBS Code of Practice.

Disclosures through the Disclosure and Barring Service

In the case of positions where a DBS Disclosure forms part of the requirement of the position, Rydon will make clear reference to this requirement at recruitment stage. In the case of positions where a DBS Disclosure may be required for any existing employee where their role requirements have changed, this requirement will also be clearly explained to them and the Disclosure will be requested prior to any changes coming into effect.

Where a Disclosure forms part of the applicant process, we encourage all applicants to provide details of their criminal record at an early stage in the application process. This information is requested under separate, confidential cover to the Director of SHE, HR and Office Services. Rydon undertakes to discuss any relevant matter revealed in a Disclosure with the applicant, and we aim to only ask questions relating to the Disclosure information, which are relevant, non-discriminatory and fair.

Applicants who are deemed unsuitable to undertake a position in the light of the contents of a Disclosure will receive a written explanation as to Rydon's decision.

Failure to reveal information that is directly relevant to the position sought could subsequently lead to Rydon rejecting an application or the withdrawal of an offer of a position. Rydon undertakes to discuss any matter revealed in a Disclosure with the applicant before withdrawing an offer of a position.

Applicants who are not able to provide a Disclosure before the commencement of a position may be allowed to work provisionally for a limited period of time.

Disclosure information will only be seen by those who need to see it as part of the admissions process, and this information will be treated confidentially, sensitively and in accordance with Rydon's Data Protection Policy.

Rydon informs those who are involved in the recruitment of applicants of the need to comply with the relevant legislation relating to the recruitment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974, and of the need to comply with relevant Rydon policies and procedures.

Having a criminal record will not necessarily be a bar to working at Rydon. The decision will depend on the nature of the position that is being offered and the circumstances and background of any offences committed.

Governance

All company policies and related documentation are reviewed by the Group Board and signed by the director responsible for the policy area and by the Group Chief Executive in light of changes in legislation and on at least an annual basis. This ensures that policies respond to current legislation and market demands and meet the standards of the Group. Policies are discussed with employees during their induction, and are available via the Company's intranet and to the public via our website.

The senior member of staff with responsibility for the effective implementation of this policy is Donna Newell, Director of SHE, HR and Office Services who can be contacted at Head Office on 01342 825151.

*Signature(s) removed for security reasons:
signed copies available on request*

Signed: _____

Robert Bond
Group Chief Executive

Dated: March 2016