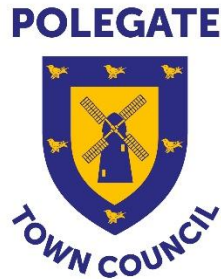


Polegate Town Council



RECRUITMENT OF EX-OFFENDERS POLICY

Policy Number 19		
Issue No.	Date completed	Details of amendments
1	June 2006	Adopted at Annual Stat Meeting
2	May 2007	Adopted at Annual Stat Meeting
3	May 2008	Adopted at Annual Stat Meeting
4	May 2009	Adopted at Annual Stat Meeting
5	May 2010	Adopted at Annual Stat Meeting
6	May 2011	Adopted at Annual Stat Meeting
7	May 2012	Adopted at Annual Stat Meeting
8	May 2013	Adopted at Annual Stat Meeting
9	May 2014	Adopted at Annual Stat Meeting
10	May 2015	Adopted at Annual Stat Meeting
11	23.05.16	Adopted at Annual Stat Meeting
12	22.05.17	Adopted at Annual Stat Meeting
13	21.05.18	Adopted at Annual Stat Meeting

14	20.05.19	Adopted at Annual Stat Meeting
15	05.05.21	Adopted at Annual Stat Meeting
16	16.05.22	Adopted at Annual Stat Meeting
17	22.05.23	Adopted at Annual Stat Meeting
18	20.05.24	Adopted at Annual Stat Meeting
19	19.05.25	Adopted at Annual Stat Meeting
20	11.05.25	Adopted at Annual Stat Meeting

1. Introduction

- 1.1 This policy is designed to ensure that Polegate Town Council treats applicants who have a criminal record fairly and does not discriminate because of conviction or other information revealed through the Disclosure and Barring Service (DBS).
- 1.2 As an organisation using DBS service to assess applicants' suitability for positions of trust, Polegate Town Council complies fully with the DBS Code of Practice and undertakes to treat all applications for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure because of a conviction or other information revealed.

2. Key Points

- Polegate Town Council complies fully with the DBS Code of Practice
- All applicants for positions are treated fairly
- The Council selects candidates for interview based on their skills, qualifications and experience
- The Council only requests a DBS Disclosure where it is sufficiently relevant to the position concerned.
- The Council keeps all information private and confidential, in accordance with the Data Protection Act
- The Council takes into careful consideration the relevance and circumstances of offences

3. Principles

- 3.1 Polegate Town Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/ mental disability or offending background.
- 3.2 The Council actively promotes equality of opportunity for all with the right mix of talents, skills and potential and welcomes applications from a wide range of candidates. The Council selects all candidates for interview based on their skills, qualifications and experience.

4. Disclosures

- 4.1 A DBS Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS Disclosure is required, all application forms and recruitment briefs will contain a statement that a DBS Disclosure will be requested in the event of the individual being offered the position.

4.2 Where a DBS Disclosure is to form part of the recruitment process, the Council encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. This information can either be stated in the relevant section of the application form or can be sent with the application in a sealed envelope marked 'strictly confidential', where it will be processed with appropriate discretion by the Town Clerk.

5. Previous offences

- 5.1 The Council requires all applicants to disclose criminal convictions. Some posts require information relating to both 'spent' and 'unspent' convictions whereas other posts require 'unspent' information only. The information provided will be treated strictly confidentially. Applicants who have been shortlisted for posts involving regular contact with children or vulnerable adults will be required to apply for either a standard or enhanced Disclosure from the Criminal Records Bureau.
- 5.2 The Council ensures that all those in Polegate Town Council who are involved in the recruitment process are suitably advised to identify and assess the relevance and circumstances of offences.
- 5.3 At interview or in a separate discussion, the Council ensures that an open and measured discussion takes place about any offences or other matter that might be relevant to the position.

6. Withdrawal of an offer of employment

- 6.1 Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- 6.2 Having a criminal record will not necessarily bar you from working with Polegate Town Council. This will depend on the nature of the position and the circumstances and background of your offences.

**Statement prepared for adoption by Polegate Town Council at its meeting on
11.05.26**

Signed by

Mayor of Polegate

Town Clerk/ Proper Officer/ RFO