



# BEXHILL-ON-SEA TOWN COUNCIL

## Recruitment of Ex-offenders Policy

Adopted XXXX

### Recruitment of Ex-offenders Policy

1.1 Ensuring that **Bexhill-on-Sea Town Council** treats applicants who have a criminal record fairly and does not discriminate because of a conviction or other information revealed through the Disclosure and Barring Service (DBS).

### 2. Key points

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

### 2.1 Introduction

2.2 As an organisation using the DBS Disclosure service to assess applicants' suitability for positions of trust, **Bexhill-on-Sea 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 on the basis of a conviction or other information revealed.

### 2.3 Principles

2.4 **Bexhill-on-Sea 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.

2.4 This policy is available to all applicants upon request.

**Bexhill-on-Sea Town Council** actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates. **Bexhill-on-Sea Town Council** selects all candidates for interview based on their skills, qualifications, and experience.

2.5 Disclosures

A DBS Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.