

Criminal records check policy



Version 1.2.1 : February 2017

Our commitment

We use the Disclosure and Barring Service (DBS) in England and Wales and Access NI in Northern Ireland to help ensure that we recruit the most appropriate employees and volunteers. They help us assess applicants', employees' and volunteers' suitability for positions involving the care of vulnerable people. We only use these services where it is absolutely necessary for the protection of vulnerable adults.

We are an inclusive organisation, committed to providing equal opportunities for job applicants and everyone working for the Society, as set out in our [Equality and inclusion policy](#).

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if information directly relevant to the position is not revealed, or if the check reveals information which we believe would make you unsuitable for the role.

How we do this

We will:

- follow the DBS and Access NI Codes of Practice
- undertake to discuss any matter revealed in your disclosure with you

We expect you to:

- inform us of any relevant information related to criminal record checks
- be open and honest about any information that is directly relevant to your position or to the position which you are seeking

Who this applies to

This policy applies to all applicants, employees and volunteers of the Society. You can find full details of who needs to undergo a criminal record check in Guidance to assessing the need for a DBS check.

Our values and behaviours

We all have an important part to play in transforming the landscape of dementia forever. To help us achieve this, our values express who we are and what we can expect of each other, and our behavioural framework guides us in putting these values into action. Our values and behaviours are reflected in each of our people policies.

Roles and responsibilities

You: will provide details of any relevant or unspent convictions or pending prosecutions early in the application process, or when they occur as an employee or volunteer.

Your manager: will discuss any criminal record matters with you. If you do have any convictions, a manager with the required level of authority will make any decisions about your suitability for the post.

Human Resources: will process DBS and Access NI criminal record check requests, as required.

Some of our terms explained

Disclosure: a criminal record check

DBS: the Disclosure and Barring Service (DBS) carries out criminal record checks in England and Wales. It allows us to check the criminal history of applicants, employees and volunteers.

Access NI: the criminal records checking service in Northern Ireland. It allows us to check the criminal history of applicants, employees and volunteers.

Requesting a criminal records check

Eligibility

We will only request a DBS or Access NI criminal record check where it is absolutely necessary. This will only happen if we offer you a job, or if you are already in a role that requires us to obtain disclosures.

If a criminal record check is required, we will make it clear in relevant application forms and job information packs.

Where you hold a position that requires a criminal record check, we will usually carry out a new check every three years.

If you have lived abroad for a substantial period of time, we will make every attempt to ensure your suitability for the role you have applied for. This could include consulting with Access NI or the DBS or requesting additional references.

Openness

If you are invited to interview for a role that requires a criminal record check, we encourage you to provide details to the recruiting manager of any relevant convictions you have early in the application process.

If you face any charges or/and are convicted whilst an employee or volunteer for the Society, you should notify your manager and your HR Advisor as soon as possible.

We will ensure that we have an open discussion with you on the subject of any offences or any other matter that might be relevant to the position.

If you don't supply information that is relevant to the role, we may withdraw your offer of employment. However, we will undertake to discuss with you any matter revealed in a criminal record check before withdrawing a conditional offer of employment. For situations where you are convicted or face criminal charges whilst a Society employee or volunteer, you should see our [Disciplinary policy](#).

Confidence

We follow the [DBS](#) and [Access NI](#) Codes of Practice. We will make sure you are aware of the relevant code(s) and you can request a copy from us at any time.

We ensure that anyone in the Society who assesses the relevance and circumstances of offences is suitably trained to do so. This includes guaranteeing your information is treated confidentially and ensuring we do not keep personal information for longer than is necessary.

Further support and information

If you need more information about this policy or need support in using it, please contact the HR Service Centre at hrservicecentre@alzheimers.org.uk or on 0207 264 2661.

You can find all of our people policies on Arena.

Document information		
Document owner:	HR Operations, People and Organisational Development	
First version published:	March 2007	Version 1.0
This version published:	February 2017	Version 1.2.1
Next review date:	June 2017	