



DBS Policy

Introduction

Beyond Radio is a community organisation and as such our volunteers and staff will hold positions that are likely to involve contact with many members of our local community, as well as fellow volunteers or staff at the station.

This may include contact with individuals that could be considered vulnerable or subject to the protection of specific pieces of legislation for the protection of specific types of individual (such as children). As such the station implements a process of submitting all individuals that undertake any role at the station through an enhanced Disclosure and Barring check.

This is for the sole purpose of enabling an informed, risk-based decision on the suitability of an individual to carry out a role at the station.

The stations full DBS process adheres to the principles set out in this policy.

As an organisation assessing applicants' suitability for positions (voluntary or paid) which are included in the Rehabilitation of Offenders Act 1974

(Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Beyond Radio (Proper Community Media (Lancaster) Limited) complies fully with the national code of practice and undertakes to treat all applicants for positions fairly

Beyond Radio undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed

Beyond Radio can only ask an individual to provide details of convictions and cautions that Beyond Radio are legally entitled to know about and where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

Beyond Radio can only ask an individual about convictions and cautions that are not protected

Beyond Radio is committed to the fair treatment of its staff (voluntary or paid), potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background

Beyond Radio 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, including those with criminal records

Beyond Radio will select all candidates for interview or placement within a role based on their skills, qualifications and experience

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

Beyond Radio ensures that all those in Beyond Radio who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences

Beyond Radio also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Beyond Radio ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment, or voluntary role

Beyond Radio makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request

Beyond Radio undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment or voluntary role.