



Registered Charity No. 1075236

RECRUITMENT OF EX-OFFENDERS POLICY STATEMENT

As an organisation using the Disclosure and Barring Service (DBS) service to assess applicants' suitability for positions of trust, Milton Keynes Youth Choir ("MKYC") complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request. This written policy on the recruitment of ex-offenders is made available to all DBS applicants at the outset of the recruitment process.

MKYC undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

MKYC is committed to the fair treatment of its personnel, potential personnel or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

MKYC actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A DBS check 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 check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within MKYC and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows MKYC to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974. We ensure that all those in MKYC who are involved in the recruitment process obtain appropriate advice to enable them to assess the relevance and circumstances of offences if the situation arises.

At interview, or in a separate discussion, we ensure 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 appointment.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of appointment.

September 2017