



POLICY STATEMENT

RECRUITMENT OF YOUNG OFFENDERS

As an organisation using the Disclosure and Barring Service to assess the suitability of applicants for positions of trust S&B Automotive Academy complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a on the basis of a conviction or other information revealed.

S&B Automotive Academy Limited is committed to the fair treatment of its staff and users of its services regardless of race, gender, religion, sexual orientation and responsibilities for dependents, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders that is made available to all applicants at the outset of the recruitment process.

We actively promote 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.

An enhanced DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. S&B Automotive Academy has young people and potentially vulnerable adults in its care and their safety and security is paramount. Where positions require a all application forms, job advertisements and recruitment briefs will contain a statement that a will be requested in the event that the applicant is 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 any criminal convictions at an early stage. We request that any information is sent under separate confidential cover to a designated person at S&B Automotive Academy and we guarantee that this information will only be made available to those directly involved in recruitment process.

| Young Offenders | Issue | Authorised By: | Owned By | Dated | Page |
|-----------------|-------|----------------|-----------|------------|--------|
| Policies | 1 | Jon Winter | B. Bracey | 31 01 2014 | 1 of 1 |



Unless the nature of the position allows S&B Automotive Academy Limited to ask questions about an entire criminal record we only ask about unspent convictions as defined by the Rehabilitation of Offenders Act 1974.

We ensure that everyone in S&B Automotive Academy Limited who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of the offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.

At interview or in on a separate occasion we ensure that an open and measured discussion takes place regarding any offences that may be relevant to the position. If the applicant fails to reveal information that is directly relevant to the position sought may lead to withdrawal of an offer of employment.

Every subject of a DBS is made aware of the DBS Code of Practice and that a copy is available on request.

We undertake to discuss any matter revealed in a with the applicant before an conditional offer of employment is withdrawn.

Having a criminal record will not necessarily bar an applicant from working with or for S&B Automotive Academy Limited. This is dependant on the nature of the position and the circumstances and background of any offences.

| Young Offenders | Issue | Authorised By: | Owned By | Dated | Page |
|-----------------|-------|----------------|-----------|------------|--------|
| Policies | 1 | Jon Winter | B. Bracey | 31 01 2014 | 1 of 1 |