



RECRUITMENT OF EX-OFFENDERS

As an organisation using the Disclosure and Barring (DBS) Disclosure service to assess applicants' suitability for positions of trust, Michael Batt Foundation 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 Disclosure on the basis of conviction or other information revealed.

Michael Batt Foundation is committed to the fair treatment of its employees, potential employees or anyone connected with the organisation, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

Michael Batt Foundation 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. We select candidates for interview based on their skill, qualifications and experience.

All positions within Michael Batt Foundation will be subject to potential employees undertaking a Disclosure check with the DBS. Applicants are made aware of this requirement by way of a statement in the job advertisement, the application pack and application form.

Michael Batt Foundation will encourage all applicants to provide details of their criminal record at an early stage in the application process. This information is requested on the application form and Michael Batt Foundation guarantees that this information is only seen by those who need to see it as part of the recruitment process.

Positions within Michael Batt Foundation are not exempt from the Rehabilitation of Offenders Act 1974, and all applicants are required to disclose information regarding all 'spent' and 'unspent' criminal convictions.

At interview, Michael Batt Foundation ensures that an open and measured discussion takes place on the subject of any offences or other matters 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.

Michael Batt Foundation ensures each applicant is aware of the existence of the DBS Code of Practice and a copy is available upon request.

Michael Batt Foundation undertakes to discuss any matter revealed in a Disclosure with the person concerned prior to withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar a person from working with Michael Batt Foundation. This will depend on the nature of the position and the circumstances and background of offences.