

## Macclesfield Youth Brass Band

### Policy Statement on the Recruitment of Ex-offenders

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal records checks processed through the Disclosure and Barring Services (DBS), Macclesfield Youth Brass Band (MYBB) complies fully with the Code of Practice: <https://www.gov.uk/government/publications/dbs-code-of-practice> and undertakes to treat all applicants for positions fairly. MYBB undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- MYBB can only ask an individual to provide details of convictions and cautions that MYBB are legally entitled to know about. 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), MYBB can only ask an individual about convictions and cautions that are not protected.
- MYBB is committed to the fair treatment of its volunteers, potential volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- MYBB makes this policy available to all DBS applicants at the outset of the recruitment process. MYBB also makes all DBS applicants aware of the existence of the Code of Practice and makes a copy available on request.
- An application for a criminal record check is only submitted to DBS where the role has been determined by the trustees as being one which requires a DBS certificate in accordance with best practice and DBS guidance. All applicants for such roles will be advised of this requirement.
- In the event that a criminal record for a candidate is revealed, two MYBB trustees will be responsible for assessing whether this affects the position offered. They will identify sources of further advice if needed.
- An interview, or in a separate discussion, MYBB 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 a role/position volunteering with MYBB..
- MYBB undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing the conditional offer of a role/position volunteering with MYBB.

This policy was adopted on: 15th December 2020

Signed: .....

Name: Louise Renshaw (Chair)

Next review date: December 2021