

Suitability Policy Statement

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Portland Training complies fully with the code of practice and undertakes to treat all applicants for positions fairly. We ensure that all those who are involved in the recruitment process will have suitable guidance to enable them to identify and assess the relevance of the offence in relation to the position applied for. We also ensure that they receive appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Portland Training can only ask an individual to provide details of convictions and cautions that we 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). We can only ask an individual about convictions and cautions that are not protected.

For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted 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 complete the below self-disclosure form to provide details of any criminal record at an early stage in the application process. We guarantee that this information is only seen by those who need to see it as part of the recruitment process.

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

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

At interview, or in a separate discussion, Portland Training 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.

Portland Training 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.

Portland Training undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the offence and the relevance of the offence in relation to the position applied for. The factors taken into consideration will include the responsibilities of the position, the vulnerability of the customer group, the nature of the offence(s), the number and pattern of the offences (if there is more than one), how long ago the offence(s) occurred and the age of the offender when the offence(s) occurred. The decision of The Managing Director is final.

Relating Policies and Procedures

Equal Opportunities Policy

Data Protection Policy

Safer Recruitment Policy

Data Protection

Personal Data relating to DBS' will be processed in line with GDPR, Portland Trainings Data Protection Policy and Privacy Notice(s).

Self-Disclosure Form

Name	Position Applied for
Please give details of any criminal convictions, particularly relating to child safety or any investigations or disciplinary action on record.	
Have you ever been earmarked by child services or the police as a risk to children or vulnerable groups? Yes/No If yes please provide details.	
Have you ever been investigated by any organisation because of concerns about inappropriate behaviour to children or at-risk adults? Yes/No If yes please provide details.	
Have you ever been disciplined or dismissed for inappropriate behaviour towards children or at risk adults? Yes/No If yes please provide details.	
Do you have any convictions which are, as yet, unspent either in the UK or abroad? Yes/No If yes please provide details.	

Please provide your self-disclosure form at the interview in a sealed envelope marked confidential. This will only be opened and reviewed should you be shortlisted for the role.