

## Suitability Policy Statement

Portland Training is committed to the fair and transparent assessment of applicants' suitability for positions that are subject to criminal record checks through the Disclosure and Barring Service (DBS).

Where roles are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended), and where a Standard or Enhanced DBS check is legally permitted, Portland Training fully complies with the DBS Code of Practice and all relevant legislation.

We treat all applicants fairly and do not discriminate unlawfully on the basis of a criminal record or other protected characteristic. Decisions are made on a case-by-case basis, taking into account the requirements of the role and the safety of learners, staff, and service users. Portland Training will only ask individuals to disclose convictions, cautions, reprimands, or warnings that we are legally entitled to know about, and only where these are not protected under current legislation.

## Where a DBS check forms part of the recruitment process:

- Job adverts, application forms, and recruitment materials will clearly state that a DBS check is required.
- Applicants invited to interview are encouraged to complete a confidential self-disclosure form prior to the interview to provide details of any criminal record at an early stage. Completion of this form is voluntary, but it allows for an open and measured discussion about any relevant matters during the recruitment process.
- Any information disclosed on the self-disclosure form will be seen only by those involved in the recruitment decision and handled in strict confidence.

Portland Training undertakes not to discriminate unfairly against any individual on the basis of a criminal record. We actively promote equality of opportunity and welcome applications from individuals with the right mix of talent, skills, and potential, including those with criminal records.

Where relevant information is disclosed, an open and measured discussion will take place, either at interview or separately. Failure to disclose information that is directly relevant to the role may result in the withdrawal of a conditional offer of employment.

All individuals subject to a DBS check will be made aware of the DBS Code of Practice, and a copy will be made available upon request. Portland Training will discuss any information revealed on a DBS certificate with the applicant before any decision is made to withdraw an offer.

Having a criminal record will not necessarily prevent employment with Portland Training. Decisions will take into account:

- The responsibilities of the role

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- The vulnerability of the customer group
- The nature, seriousness, and relevance of the offence(s)
- The number and pattern of offences
- The time elapsed since the offence(s)
- The age of the individual at the time of the offence(s)

Final decisions are made by senior management following a fair and proportionate assessment.

## Data Protection

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

## Self-Disclosure Form

Name	Position Applied for
	<p>Please give details of any criminal convictions, particularly relating to child safety or any investigations or disciplinary action on record.</p>
	<p>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.</p>
	<p>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.</p>

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.