

## Good Practice Checklist

It is recommended that, as part of your safeguarding and equality procedures, you ensure that your policies are reviewed to ensure they are in line with current legislation and best practice. Please note that the following list is not exhaustive and is merely prepared as a prompt to support your governance procedures in this area, which are the responsibility of your organisation.

### Please check that your organisation will:

1. Comply with all aspects of the DBS Code of Practice and that all applicants are made aware of the same and directed to review it
2. Treat all applicants for positions fairly regardless of race, gender, religion, sexual orientation, responsibility for dependants, age, physical/mental disability or offending background (paid and voluntary)
3. Not discriminate unfairly against any applicant who is the subject of a disclosure on the basis of a conviction or other information revealed
4. Only request a disclosure after a thorough risk assessment has indicated that such a request is both proportionate and relevant to the position concerned. For those positions where a disclosure is required, all application forms, job adverts, and recruitment briefs will contain a statement that a disclosure will be requested
5. Not ask questions about the applicant's entire criminal record, unless the nature of the position allows for the question to be asked in accordance with the Rehabilitation of Offenders Act 1974
6. Ensure that its employees and other representatives involved in recruiting individuals have been suitably trained to identify and assess the relevance and circumstances of offences
7. Comply with all aspects of the GDPR/Data Protection Act 2018 and any replacement legislation or amended legislation that may be in force from time to time
8. Ensure that, in accordance with section 124 of the Police Act 1997, disclosure information is only passed to those persons who are authorised to receive it in the course of their duties
9. Ensure that disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given
10. Ensure that disclosure certificates detailing 'additional information' will only be disclosed to individuals who make decisions on recruitment and will not be disclosed to the applicant under any circumstances
11. Ensure that once a recruitment decision has been made, disclosure information is not retained for any longer than is absolutely necessary and is not photocopied.