

Safe Recruitment Policy

1. As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Lauderdale House undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed
2. Lauderdale House is 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. For further information please refer to the Statement of Equal Opportunities
3. 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. We select all candidates for interview based on their skills, qualifications and experience
4. An enhanced and barred list DBS check is only requested if it is proportionate and relevant to the position concerned and the role includes 'regulatory activities':
 - Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children;
 - Work for a limited range of establishments ('specified places'), with opportunity for contact: for example, schools, children's homes, childcare premises. Not work by supervised volunteers;
 - Relevant personal care, for example washing or dressing; or health care by or supervised by a professional, even if done once.
 - Registered childminding; and foster-carers
5. For those positions where an enhanced and barred list DBS check is required, due to roles where the applicant will have regular unsupervised contact with children, all application forms, job advertisements and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position
6. We encourage, but do not enforce, all applicants called for interview for roles where the applicant will have regular unsupervised contact with children to provide details

of their criminal record at an early stage in the application process. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process

7. We ensure that all those at Lauderdale who are involved in the recruitment process have received and read relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974
8. At interview, or in a separate discussion, we ensure 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. We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment
9. Should any member of staff, hirer or volunteer receive a caution or conviction outlined by the Disclosure and Barring Service as requiring referral prior to undertaking a DBS check they are advised, but not obligated, to make this known to the Director of Lauderdale House. If an applicant is on a DBS barred list and prohibited from working with children, the offer will be withdrawn if the post includes 'regulated activity'
10. Should any member of staff, hirer or volunteer receive a caution or conviction or be involved in any activity that could result in a caution or conviction after a DBS check has been issued they are advised to make this known to the Director of Lauderdale House.