RECRUITMENT OF EX-OFFENDERS
DISCLOSURE AND BARRING SERVICE (DBS) POLICY

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), Train'd Up complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. Train'd Up undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

TYPES OF DBS DISCLOSURE AND BARRED LIST CHECKS:

1. Standard
2. Enhanced (excluding the barred list check)
3. Enhanced (including the barred list check for roles that carry out Regulated Activity)

Train'd Up can only ask an individual to provide details of convictions and cautions that Train'd Up 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), Train'd Up can only ask an individual about convictions and cautions that are not protected.

Train'd Up 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.

Train'd Up has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.

Train'd Up actively promotes 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. Train'd Up select all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. 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.

Train'd Up ensures that all those in Train'd Up who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Train'd Up also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Train'd Up 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 the withdrawal of an offer of employment.

Train'd Up 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.

Train'd Up undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

DIRECTOR POLICY APPROVAL

This Policy is reviewed as a minimum on an annual basis and is approved and endorsed by the Board of Directors and Senior Management Team.

Signed on behalf of Company Directors:

Laura Thompson

Name: Laura Thompson
Position: Finance Director
Date: 13/10/2025

END.

Train'dUp
Respecting People – Developing Business