

As a specialist training company it is our policy that all personnel directly responsible for training and assessing our students must provide an enhanced DBS certificate. We can apply for this with their consent. Anyone with limited contact, such as office staff who may invigilate examinations from time to time, must provide a basic DBS certificate which, again, we can apply for with their consent.

Nevertheless, 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), PRTC Limited complies fully with the code of practice and undertakes to treat all applicants for positions fairly. In particular:

- PRTC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- PRTC can only ask an individual to provide details of convictions and cautions that PRTC 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) PRTC can only ask an individual about convictions and cautions that are not protected.
- PRTC 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.
- PRTC 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.
- PRTC 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.
- PRTC ensures that all those in PRTC who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- At interview, or in a separate discussion, PRTC 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.
- PRTC 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.
- PRTC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.