Balogun Bassey
Community Interest Company

Balogun Bassey CIC - Disclosure and Barring Service (DBS) Policy

1. Introduction

Balogun Bassey CIC is committed to safeguarding and ensuring the suitability of all individuals working within our organisation. To uphold this commitment, **all staff, volunteers, and directors** must undergo a **Disclosure and Barring Service (DBS) check upon recruitment**, with reviews conducted **every three years**.

2. Fair Recruitment and Compliance

As an organisation assessing applicants for positions covered under the **Rehabilitation of Offenders Act 1974 (Exceptions) Order**, we conduct DBS checks in full compliance with the **DBS Code of Practice**. We are committed to treating all applicants fairly and ensuring that no individual is **unfairly discriminated against** based on the results of their DBS check.

3. Legal and Ethical Considerations

- Balogun Bassey CIC will only request information that we are **legally entitled** to access.
- Where a **Standard or Enhanced DBS check** is required, we will only ask for details of convictions and cautions that are **not protected** under the law.

- We ensure that all recruitment and employment decisions comply with **applicable laws and regulations**, including the **Police Act Regulations**.

4. Commitment to Equality and Inclusion

Balogun Bassey CIC is dedicated to the **fair treatment** of all staff, potential employees, and service users, **regardless of race, gender, religion, sexual orientation, age, physical or mental disability, responsibilities for dependents, or offending background**.

We actively promote **equality of opportunity** and welcome applications from individuals with diverse backgrounds, including those with previous convictions. Selection for roles is based solely on **skills, qualifications, and experience**.

5. Recruitment of Ex-Offenders

- Balogun Bassey CIC has a **written policy** on the recruitment of ex-offenders, available to all DBS applicants at the start of the recruitment process.
- A **criminal record does not automatically disqualify** an applicant unless the offence is directly relevant to the role.
- A **DBS check is only requested** after a thorough **risk assessment** determines that it is necessary and proportionate.
- Where a DBS check is required, all **job adverts and recruitment materials** will clearly state this.

6. Training and Risk Assessment

- All individuals involved in recruitment within Balogun Bassey CIC are **trained to assess** the relevance and context of offences fairly.
- They also receive **guidance on relevant legislation**, including the **Rehabilitation of Offenders Act 1974**.
- At the **interview stage**, or during a **separate discussion**, candidates will be given the opportunity to discuss any disclosed convictions in an open and measured way.

Failure to disclose relevant information could lead to the **withdrawal of a job offer**.

7. Handling of DBS Information

- All DBS information is **handled confidentially**, in line with the **Data Protection Act 2018 (UK GDPR)**.
- DBS certificates are **only accessible to authorised personnel** and are stored securely.
- DBS information is **only retained for as long as necessary**, typically no longer than **six months**.

8. Reviewing DBS Disclosures

- If a DBS check reveals information, Balogun Bassey CIC will **discuss the findings with the individual** before making a final decision.
- A job offer will only be withdrawn **if the disclosed information is directly relevant** to the role and poses a safeguarding risk.

9. Policy Review and Approval

This policy has been approved by the Board of Directors and undergoes an annual review.

Last Review Date: 1 March 2026

Signed by:

Samiat Balogun
Director

Amy Meite
Director