

CRIMINAL RECORDS BUREAU INDEPENDENT SAFEGUARDING AUTHORITY REGISTRATION

KEEP BRITAIN TIDY'S CODE OF PRACTICE

As an organisation using the Criminal Records Bureau (CRB) Disclosure service and the Independent Safeguarding Authority Registration to assess applicants' suitability for positions of trust Keep Britain Tidy complies fully with the CRB Code of Practice and the ISA Code of Practice and undertakes to treat all applicants for positions fairly. Keep Britain Tidy undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Keep Britain Tidy is committed to the fair treatment of all its employees, potential employees or users of its services, regardless of age, race, colour, ethnic or national origin, gender, marital status, responsibility for children or dependants, disability, sexual orientation, religious, political, or other beliefs or offending background.

Keep Britain Tidy actively promotes equality of opportunity for all with the right mix of talent, skills, potential and welcomes applications from a wide range of applicants, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure and ISA Registration is only requested after a thorough Risk Assessment has indicated the Disclosure and Independent Safeguarding Authority Registration is both proportionate and relevant to the position concerned. For those positions where a Disclosure and Independent Safeguarding Authority Registration is required, all application forms, job advertisements and recruitment briefs will contain a statement that Disclosure and Independent Safeguarding Authority Registration will be requested in the event of the individual being offered the position.

Where Disclosure and Independent Safeguarding Authority Registration is to form part of the recruitment process, Keep Britain Tidy encourages all candidates called for interview to provide details of their criminal record at an early stage in the application process. Keep Britain Tidy will request that this information is sent under separate confidential cover to the Human Resources Manager, at Keep Britain Tidy, Elizabeth House, The Pier, Wigan WN3 4EX and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Keep Britain Tidy to ask questions about your entire criminal record we will only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

Keep Britain Tidy ensures that all its employees who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that employees 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, 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 a withdrawal of an offer of employment.

Keep Britain Tidy makes every subject of a Disclosure and Independent Safeguarding Authority Registration aware of the existence of this Code of Practice.

Keep Britain Tidy undertakes to discuss any matter revealed in a Disclosure and Independent Safeguarding Authority Registration with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar a person from working for Keep Britain Tidy. This will depend on the nature of the position and the circumstances and background of the offence.