

POLICY NAME	Enhanced Disclosure Policy
PURPOSE	To ensure the professional image of the organisation is maintained.
APPLIES TO	All Employees
DATE IMPLEMENTED	January 2015

1 Introduction

- 1.1 Arctics Limited (trading as Igloo and referred to as the 'Company') is fully committed to adopting the highest standards of practice in the recruitment of staff working on selected Customer contracts, and will work closely with the relevant Regulatory Body where necessary to ensure that it makes the best possible use of information provided.
- 1.2 This policy also ensures that the Company complies with the provisions of the Rehabilitation of Offenders Act 1974 and best practice in the recruitment of staff with a criminal record.

2 Policy Objectives

- 2.1 The Company acknowledges that the wider availability of criminal record information places additional obligations on employers, and that it is crucially important therefore to ensure that people who have been convicted are treated fairly and are given every opportunity to establish their suitability for positions.
- 2.2 The Company wholly endorses the principles identified in the relevant Code of Practice for Registered Persons, and other recipients of Disclosure information, and is fully committed to operating within the framework of the Code of Practice. The Company recognises that the existence of a comprehensive Disclosure service risks the possibility of its misuse, and confirms that it will not use the Disclosure service as a substitute for any of the other normal pre-employment checks such as employment history review etc.
- 2.3 One of the steps in ensuring that staff who are likely to work in the proximity of children or vulnerable adults are suitable for the post that are applying for is, to check for criminal convictions and other information known to the Police by acquiring an enhanced Disclosure.

3 Compliance with the Code of Practice

- 3.1 The Code of Practice is published under section 122 of the police Act 1997 in connection with the use of information provided to registered persons under Part V of the Act. Disclosure information is information contained in enhanced criminal record certificates under section 115 of the Act (referred to in the Code as "Enhanced Disclosure"), or provided by the police under section 115(8) of the Act.

3.2 The Code of Practice requires Registered Bodies to have in place a series of safeguards to ensure that the information provided through Disclosure is used judiciously and fairly, and is handled sensitively and stored appropriately. The key elements/obligations of the Code of Practice relate to:

- The Fair Use of Disclosure Information
- The Appropriate Handling of Disclosure Information
- Provision of a Quality Assurance Protocol
- Actions in the Event of a Failure to Comply with the Code of Practice.

4 Fair Use of Disclosure Information

4.1 Igloo (and authorised recipients of Disclosure information) will observe guidance issued or supported by the relevant Regulatory Body on the use of Disclosure information, and in particular shall not unfairly discriminate against the subject of Disclosure information on the basis of conviction or other details revealed.

4.2 A copy of this policy will be made available to all applicants for positions where Disclosure will be requested.

4.3 Company procedures ensure that every subject of a Disclosure is made aware of the existence of the relevant Regulatory Body's Disclosure Code of Practice, and that a copy is available on request.

5 Handling of Disclosure Information

5.1 Igloo will ensure that Disclosure information is not passed to persons not authorised to receive it under section 124 of the Act (Unauthorised Disclosure is an offence).

5.2 The Company will ensure that Disclosures and the information they contain are kept securely and only available to those who need them in the course of their duties.

5.3 The Company will ensure that all Disclosures and information contained in them, and other confidential documentation provided by the Regulatory Body are locked in non-portable filing systems, and that access to keys, combination codes etc. is restricted to named individuals.

5.4 The Company will ensure that once a recruitment decision has been made, recipients of a Disclosure must not retain it or any associated correspondence for longer than necessary and in any event no longer than 6 months in normal circumstances. In the event of a dispute information may be held for a longer period but this would normally not exceed 6 months after resolution of the dispute. There are provisions under very exceptional circumstances to retain Disclosure information for a longer period but only following consultation with the relevant Regulatory Body.

5.5 The Company will ensure that the usual conditions of storage will apply during any extended holding period.

5.7 References in the above section to Disclosures include relevant non-conviction information supplied by the police but not included on Disclosures.

6 Quality Assurance Protocols

- 6.1 The Company and Registered persons will cooperate fully with any request from the relevant Regulatory Body to undertake assurance checks as to the proper use and safekeeping of Disclosure information.
- 6.2 The Company and Registered persons will report to the CRB any suspected malpractice in relation to the Code of Practice, or any suspected offences in relation to the misuse of Disclosures.

7 Failure to Comply with the Code of Practice

- 7.1 Igloo fully acknowledges the obligations arising from Disclosure protocols for registered persons and others within the organisation and will regard any actions in breach of the Code of Practice or in breach of the Company policy in relation to the implementation of that Code of Practice to be grounds for disciplinary action. It is also acknowledged that passing of information in circumstances other than as covered by the Code of Practice may be a criminal offence.

8. The Recruitment Process

- 8.1 In line with the Rehabilitation of Offenders Act 1974, the Company shall only ask about criminal convictions which are defined as “unspent” in terms of the Act, unless the nature of the post is such that the Company is entitled to ask questions about an applicant’s criminal record.
- 8.2 Where a Disclosure is to form part of the recruitment process, applicants will be asked to provide details of their criminal record at the application stage of the process and an appropriate level of check will be carried out at offer stage. All offers of employment will be conditional and subject to satisfactory pre-employment checks.
- 8.3 Those staff who are involved in the recruitment process are responsible for familiarising themselves with the content of this policy and its provisions so that they are able to identify and assess the relevance and circumstances of offences in relation to the risk assessment of the job to be performed. In carrying out a risk assessment the Company will take in to account the following issues:
 - The client’s contractual requirements;
 - The seriousness of the offence and its relevance to the safety of staff, visitors, clients and any person who may come into contact with the employee on a client’s premises;
 - The length of time since the offence occurred;
 - Whether the offence was a one-off or part of a repeated pattern;
 - Whether the offence has since been decriminalised;
 - The nature of the job, workplace environment and exposure to vulnerable people;
 - The extent of job supervision; and
 - An individual’s attempt to “go straight”.

- 8.4 At interview the Company will 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.
- 8.5 Where possible, the Company will undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

9. Enhanced Disclosure Checks for Existing Employees

- 9.1 The Company will carry out an Enhanced Disclosure on existing employees should they be required to work on any client contract whereby a disclosure is required under that contract with Igloo.
- 9.2 In the meantime existing employees, working on the specified contract(s) are required to reveal any such events which may have occurred following the date of their last Disclosure. The Company reserves the right to make such enquiries whether under the Police Act or otherwise as will affect the nature of the Company's work with vulnerable people and/or children. Failure to do so will invoke the disciplinary procedure.