

Integritas Education Ltd 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), complies fully with the Government's [code of practice](#) and undertakes to treat all applicants for positions fairly

Integritas Education undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Integritas Education can only ask an individual to provide details of convictions and cautions that Integritas Education is legally entitled to know about. W

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)

Integritas Education can only ask an individual about convictions and cautions that are not protected.

Integritas Education fully complies with the [Equality Act 2010](#)

Integritas Education actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records.

Integritas Education selects 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.

Integritas Education ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Integritas Education 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, Integritas Education 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. The UK Government's DBS [code of practice](#) can be found here. Integritas Education undertakes to discuss any matter revealed on a DBS certificate with the individual seeking a position before submitting the candidate's details to a client.