



Criminal Record Bureau (CRB) Disclosure Policy statement for Dale C. Rockell Ltd & the Stress Free Brand

Upon the receipt of the completed Terms & Conditions for Engagement of an Associate, and where an Enhanced C.R.B Disclosure is not currently held, Dale C. Rockell Ltd will advise the preferred umbrella company, to issue a pack for the application of an Enhanced C.R.B. Disclosure. The forms are to be completed by the Associate and returned directly to the umbrella organisation with payment in full. The rest of this document details Dale C. Rockell Ltd's Policy Statement which will be adhered to in all cases, and also forms part of the full Terms & Conditions of Association.

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Dale C. Rockell Ltd complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Dale C. Rockell Ltd is committed to the fair treatment of its staff, potential staff and Associates, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Dale C. Rockell Ltd has a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

Dale C. Rockell Ltd 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. We select all candidates for interview based on their skills, qualifications, and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, Dale C. Rockell Ltd encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. Dale C. Rockell Ltd requests that this information is sent under separate, confidential, cover to a designated person within Dale C. Rockell Ltd and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Dale C. Rockell Ltd to ask questions about your entire criminal record you will only be asked about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

Continued....

STRESS FREE

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REGISTERED No: 6608727 REGISTERED ADDRESS: SUITE 1D BRITANNIA HOUSE LEAGRAVE ROAD LUTON BEDS LU3 1RJ

nurturing potential



Dale C. Rockell Ltd will ensure that all those in the Principles organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Dale C. Rockell Ltd will also ensure 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, Dale C. Rockell Ltd 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 or Association.

Dale C. Rockell Ltd makes every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and will make a copy available on request.

Dale C. Rockell Ltd undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment or association.

Having a criminal record will not necessarily bar individuals from working with the Principle. This will depend on the nature of the position and the circumstances and background of your offences.

A handwritten signature in blue ink, appearing to read 'Dale Rockell', is placed on a light green rectangular background.

Dale Rockell MA, MCMI, LCH Dip
Managing Director

July 2008

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