



Disclosure and Barring Service (DBS) Policy Statement 2022/2023

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), Mattison Scaffolding Ltd complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. Mattison Scaffolding Ltd undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Mattison Scaffolding Ltd can only ask an individual to provide details of convictions and cautions that Mattison Scaffolding Ltd are legally entitled to know about. 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), Mattison Scaffolding Ltd can only ask an individual about convictions and cautions that are not protected.

Mattison Scaffolding Ltd is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. Mattison Scaffolding Ltd has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.

Mattison Scaffolding 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. Mattison Scaffolding Ltd select 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.

Mattison Scaffolding Ltd ensures that all those in Mattison Scaffolding Ltd who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Also, Mattison Scaffolding Ltd 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.

A signed statement of the Company Policy is available and issued to all who request it.

