



## **Policy Number 10**

### **Criminal Record Check Policy**

A24 ensures that all Agency Workers have an enhanced PVG certificate prior to commencing work.

A24 comply fully with the respective Codes of Practice regarding the correct handling, use, storage, retention and disposal of certificates and disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of information.

A24 ensures that all PVG documents are kept securely in a non-portable storage facility and only those with authorised entitlement, relevant to their duties, have access to these documents. All PVG documents received are logged and monitored and A24 recognises that it is a criminal offence to forward this information to unauthorised persons.

A24 disposes of PVG documentation in accordance with the requirements of the Data Protection Act. PVG documents are disposed of securely by shredding, pulping or burning.

No images of the certificate are kept outside of our high-security and access-controlled environment. However, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificate and the details of the recruitment decision taken. These details remain secure and are only visible to those who are authorised, relevant to their duties.

A24 ensures that all people with criminal records applying to join the agency will be treated according to their merits, qualifications and suitability to the post.

During the interview process our trained interviewers will ask questions to establish information and ensure that people with criminal records or other disclosure information are not inadvertently placed in vulnerable positions of employment. A24 Group's Risk Committee will also review all criminal record and disclosure information and will make the final recruitment decision.

A24 would not prevent a person from joining the Employment Business due to a disclosure but where it is felt, however, that a past offence might mean that a person presents a risk to children or vulnerable adults then that person will not be placed on our register of available temporary workers. A24 ensures the safety of service users is paramount.

**END OF POLICY**