



**RAINBOW
MIGRATION**

DBS Check (enhanced)

If a role includes unsupervised advice to vulnerable clients (possibly including occasionally children) or the role is regulated by the Office of the Immigration Services Commissioner (OISC), the successful applicant will be required to declare any convictions which are under the Rehabilitation of Offenders Act 1974 that are not yet spent and any spent convictions that are not currently filtered by the Disclosure and Barring Service (DBS) at the point of conditional job offer. The term 'convictions' is used to refer to any sentence or disposal issued by a court. This declaration should not be made until after interview and if we have made a job offer, which is conditional on the applicant making the declaration. The applicant will also be required to agree to a standard or enhanced check (spent convictions other than those filtered) from the DBS which Rainbow Migration will pay for.

Cases where there are past convictions will be looked on an individual basis, taking into account any relevant details. If necessary, we may arrange a face-to-face discussion with the applicant to obtain further details. An assessment will be made by our Human Resources Subcommittee of all the circumstances to assess any risk and decide if the applicant is a suitable candidate, in line with our DBS and Consideration of Offences Policy. We will consider any information disclosed before confirming an offer of employment.

Any information disclosed will be treated in the strictest confidence and kept securely in line with our DBS and Consideration of Offences Policy and Data Protection Policy.