

Upgrade Me Training Criminal Record Checking Policy.

About this policy

This policy is to make employees, trainers, candidate aware of the importance of checking criminal records and why it is a vital part of promoting a safe environment for Candidates and Trainers. Also to make candidates aware it may affect course suitability for the candidate. For example a negative criminal record will affect their ability to later perform the job role they are attending a course for (*i.e. Door supervisor course*)

“Upgrade Me Training” Training recognises the need for learners and staff to have criminal record checks, to ensure that those with criminal convictions do not work in trusted security roles, or in an environment where they will be dealing with vulnerable people, have access to privileged/confidential information, or be in a position to abuse their position of power and trust.

Employees

Any potential employees of **“Upgrade Me Training”** Training will be asked to supply DBS (Disclosure Barring Service) check certificates to enable safer recruitment decisions to be taken, copies of these certificates will be kept securely under password protection. It is essential that any trainers employed are suitably free from any recent convictions that may affect the image of the centre and the training it provides, were they to come to light, also any convictions that may cause their own characters to be shown to be in disrepute. Trainers are in the position to be role models and inspirations for candidates, and as a result need to have demonstrable characteristics to achieve this (convictions for theft, violence or drugs might suggest otherwise).

Candidates

Candidates will not need to have their criminal histories checked prior to the course: when they apply for their SIA badges they will have their criminal record checks completed by the SIA, this part of the process is advertised on the SIA website and such a requirement will help reduce the number of potentially unsuitable candidates entering the course.

As part of their introduction on Day 1 of the course, candidates will be informed of the criminal convictions checker (a function whereby potential applicants can input their details, details of the disposal option chosen by the Police/Court system, and when it was received, and obtain an estimate of whether they would be allowed to apply for a badge-no guarantees are given-or indeed if they would be barred, and how long they would have to wait) on the SIA website, and encouraged to check their suitability for the course if they have anything in their past which could have a negative impact on their ability to obtain an SIA badge.

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Checked By: Ozan Elmaz	Signed: <i>Ozan Elmaz</i>