



Recruitment Pack

Community Development Manager

DR BELL'S FAMILY CENTRE | 15 JUNCTION PLACE | EDINBURGH | EH6 5JA
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www.drbells.co.uk  [drbells](https://www.facebook.com/drbells)

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Dear Candidate,

Many thanks for your interest in working for Dr Bell's Family Centre.

Dr Bell's Family Centre has been delivering improved outcomes for families in Leith since 2006. It is a unique, non-duplicated programme serving families in Leith that provides therapeutic services, drop-in services, family support and learning programmes, childcare, health and nutrition offerings, and volunteer and student placements.

To keep things running smoothly requires the combined efforts of a highly talented team – one we hope you'll be joining soon.

Interested candidates are invited to complete the following by Monday 7th September at 12pm:

- online application form <https://wkf.ms/3yXlwOP>
- equal opportunities form <https://forms.gle/imkHTTHaRoyCrURS6>

Interviews will be held week commencing 14th September 2026. Our selection process is broken down into these stages:

- Shortlisting those with the necessary skills to proceed to assessment stage.
- Shortlisted candidates will be invited for a 45 – 60 min interview (involving a mix of experience and competency-based questions).
- Assessing those candidates to find out who is most suitable for the role.
- Prior to an offer being made, we may invite candidates to participate in a second, shorter interview.

We look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'Darcey', is positioned above a horizontal line.

Darcey McCutcheon
Chief Executive

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Dr Bell's Family Centre – Our Vision and what we do

Our Vision

Opened in 2006, Dr Bell's Family Centre offers a welcoming, safe place where families with young children can access support, advice and encouragement, we remove barriers for families who already face multiple socio-economic challenges.

We work in partnership with other local organisations and in consultation with families to design and deliver services that make a real difference to those who find it the most difficult to access services or get the support they need.

We work with parents and children together and separately taking a holistic approach to improve whole family wellbeing through offerings such as workshops and drop-in sessions focused on health and wellbeing; counselling and therapy sessions with trained counsellors; mindfulness sessions to learn coping mechanisms that help relieve stress and mental health issues; parenting support groups; play groups to provide stimulating and developmentally appropriate environments for babies and children; and nutrition and cooking classes to promote healthy, low cost choices and weaning advice. Our weekly community lunches bring together the community for meals, support, and networking.

A key component to reducing barriers for parents with young children attending social and therapeutic groups and activity is our provision of childcare in the same building. Many parents in Leith do not have the support network available to them where they can find childcare that allows them to take part in activity that will improve their and their child's life outcomes. By providing flexible childcare by motivated, experienced and qualified staff we can reach families who can most benefit.

Dr Bell's Family Centre also provides volunteer and student placement opportunities to help increase employability skills and works with multiple organisations and partners to deliver an extensive programme of offers and services.

Dr Bell's is a unique family centre in Edinburgh. We are viewed as a centre of excellence by local organisations who often ask how to replicate our therapeutic activities and family learning programmes. We are seen as a unique local asset within the community, and we willingly share our experiences and expertise. Our physical location and proximity to a local Nursery and Health & Leisure Centres means we are ideally situated as a local hub for families to access.

Respite Crèche

At the heart of our Centre is our respite crèche, providing high quality childcare at very affordable rates. It is available for all, but most crèche places are allocated to families who are accessing our group and family work.

Our childcare team use play to support each child's specific needs. Most are pre-nursery age and providing expert attention in a well-equipped play environment can compensate for their home-life disadvantage. For over 40% of the children English is not their first language and for many, attending our crèche paves the way to successful transition into nursery or primary school.

We still want the same outcomes, as we did in 2006:

- *Our families are resilient and confident*
- *We Get It Right for Under 5s*

Whilst we strive to maintain the same open access as before, we need to ensure we are reaching the families most in need of our support.

Partnerships

The Centre has an expansive range of partnership and networking relationships that include Kin Collective, One Parent Family Scotland, Edinburgh Community Food local nurseries and Health Visitors.

Organisation and Management

The governing body is a volunteer Board of Trustees, who oversee the work of the Senior Management Team, offer advice on direction and strategy, ensure that the Centre complies with its legal and reporting obligations, and carry ultimate responsibility for the charity's financial wellbeing.

The Board comprises circa 6 Trustees and includes representatives from key collaborating stakeholders. Most of the Trustees have some connection to Leith.

Responsibility for day-to-day operations is delegated to the Chief Executive.

Working Environment

The culture of the Dr Bell's Family Centre is an important component of our success. An important influence is our location; off Leith Walk on Junction Place and next door to Stanwell Nursery.

The Centre is easily accessible to other parts of the city with a good bus service.

People Strategy

We value our staff and seek to ensure working conditions are excellent and staff feel valued and can contribute to the strategic development of the Centre.

The Future

Funding has recently been awarded to allow us to continue to build our programme of family learning and family support; individual and group-based therapeutic services; food and nutrition resources; early-education and childcare; and volunteer and student placements.

Safeguarding

Dr Bell's Family Centre is committed to our responsibilities for safeguarding and promoting the welfare of children and vulnerable adults. We are committed to recruiting candidates who share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.

Your personal information – How we collect and use it

Personal information means any information which relates to you or identifies you as an individual. To process your job application, we will collect the following information about you:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your entitlement to work in the UK;
- interview and assessments;
- references from former employers.

We may also collect, store and use the following 'special categories' of more sensitive personal information:

- equal opportunities monitoring information;
- whether or not you have a disability for which the company needs to make reasonable adjustments during the recruitment process.

How do we collect your personal data?

We will collect this information from a range of sources, which will include your application form, passport or other identity documents, or information provided directly by you through interviews or other forms of assessment.

Dr Bell's Family Centre may also collect personal data about you from third parties, such as references supplied by former employers, employment agencies, and social media.

How will we use your personal data?

We will need to process your personal data for one or more of the following lawful bases:

- Where we need to process your personal data to take specific steps at your request before entering into a contract with you or we need to process data to enter into a contract with you. This may include making reasonable adjustments to the recruitment process to accommodate disabilities as and when requested.
- Where we need to process your personal data to comply with a legal obligation, for example if your application is successful we will check your right to work in the UK before a job offer is made.
- Our legitimate reason for processing your personal data is to enable us to gather data so that we can assess which candidate's skills and experience best match our job role requirements and is therefore most suitable for employment. We also need to process job application information in order to respond to and defend against any legal complaints. We will process your personal data for these legitimate reasons provided that your interests and fundamental rights do not override those interests.
- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest or for official purposes.

How do we ensure your personal data is secure?

We take your privacy and protection of data very seriously. Consequently, we have put in place appropriate security measures to prevent unauthorized use of your personal data. We will notify you and any applicable regulator of any suspected unauthorised use of your personal data.

Job Description

JOB DETAILS

Job title: Community Development Manager Permanent full time	Salary: £ 33,624.11 per annum
Location: Edinburgh – Leith	Closing date: 7th September 12pm

JOB PURPOSE

Dr Bell's Family Centre has been supporting families in Leith since 2006. By offering a welcoming, safe place where families with young children can get support, advice and encouragement, we help remove barriers for families who already face multiple socio-economic challenges.

We work with parents and children together and separately with a holistic approach to improve their overall wellbeing through offerings such as workshops and drop-in sessions focused on health; counselling sessions and groups to help parents learn coping mechanisms to relieve stress and mental health issues; parenting support groups and play groups to provide stimulating and developmentally appropriate environments for children; and nutrition and cooking classes for families and groups of families to promote healthy choices and bring together the community for meals, support, and networking. We also provide volunteer and student placement opportunities to help increase employability skills, and work with multiple organisations and partners to deliver an extensive programme of offers and services.

Our vision is for families in Leith to thrive, feeling safe, supported and healthy. We seek to improve and enhance the quality of the lives of families and children that use the crèche, cafe, cookery classes, counselling services, groups and summer activities. We strive to be a one-stop-shop where families can get what they need under one roof, and to make sure that the services provided locally are the ones that are needed. We believe in asking local people what they want. Dr Bell's Family Centre is for everyone. However, we prioritise families who are experiencing poor mental or physical health; poverty or financial disadvantage; cultural issues; and family instability, including lone parents, trauma sufferers, and post-natal issues.

This is an exciting time to join the Dr Bell's team as we expand to meet new challenges. We are seeking a dynamic and motivated individual to work with families with young children living in Leith and partnering organisations, to overcome barriers to accessing services. They will work toward seeking long-term local solutions which address poverty and inequality by increasing family confidence and resilience. As a core part of our small team, you will be responsible for managing, developing and delivering a programme of work for families in Leith. You should be a self-starter who also works well within a team to deliver great results against our targets.

ORGANISATIONAL STRUCTURE

You will work alongside our team at our Edinburgh office in North Leith. The team currently consists of Chief Executive, Early Years Manager, Early Years Officer, Community Development Officer, Family Support Officer, Early Years Practitioner, Operational Support Officer. The Community Development Manager will report directly to our Chief Executive. This role will have a direct line report of our Community Development Officer and Family Support Officer.

KEY RESPONSIBILITIES

You will work alongside our small team to identify barriers to participation and reach out to families within the community; establish groups that support parents to address issues pertinent to them; develop and nurture partnerships; manage and facilitate family learning and support groups; encourage and build the skills of community members to lead their own groups; and represent the needs and views of families in appropriate forums, consultations and professional networks.

Other responsibilities

- Deliver and develop a programme for families in Leith, to improve outcomes for children and families by enabling them to access family support services
- Manage a budget, keeping detailed records and preparing reports for Trustees and Chief Executive on spending
- Work in partnership with organisations to deliver key aspects of family support for disadvantaged families and to manage our family support service, including increasing referrals to Dr Bell's Family Centre
- Support with the management of volunteers, peer supporters and student placements to enhance the service at Dr Bells
- Monitor and evaluate the success of the project, ensuring all activities meet the agreed targets, milestones and outcomes
- Take responsibility for developing, implementing and maintaining effective monitoring and evaluation systems, working collaboratively with, partners and colleagues to ensure the impact and outcomes of services are accurately captured, monitored and reported
- Ensure community involvement is central to all activities and follows the CLD Standards and Code of Ethics
- Attend relevant internal and external meetings as appropriate
- Ensure that appropriate information is gathered on funded projects, and complete accurate and timely reports
- Attend training to increase professional knowledge and skills necessary for effective performance of the role
- Maintain an awareness of own and others' Health and Safety and undertake risk assessments for programme activities
- To contribute to fundraising activities and events that support the sustainability of the organisation and its services.
- Undertake all other reasonable activities as directed to meet the needs of the charity

AUTHORITIES AND LIMITATIONS

- Chief Executive will be responsible for setting and reviewing your work.
- You will have regular support and supervision meetings.
- You will be appointed on an initial three-month probationary period.

KNOWLEDGE, SKILLS, QUALIFICATIONS, COMPETENCES

Essential

- CLD qualification
- Knowledge and experience of community engagement and development
- Experience in managing a case load
- Experience in providing family support
- Experience in facilitating groups and delivering training
- Understanding of CLD Standards and competencies
- Strong understanding of Child Wellbeing and Protection, Adult Support and Protection and safeguarding legislation
- Experience of working with monitoring and evaluation frameworks and reviewing practice
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Excellent organisational skills
- Ability to work effectively as part of a team
- Ability to plan, organise and prioritise work, meeting deadlines when required
- Experience in managing staff
- Experience of managing budgets

Desirable

- Leadership/Management qualifications
- Experience of working in a charitable organisation
- Knowledge of early years' child development
- Experience of reporting to funding bodies
- Driving licence

This post is subject to a Disclosure Scotland check.

Making the Best Application

Here are a few useful tips. It's worth taking time to read through them and using what you learn to ensure you make a good impression.

- This pack should contain a job description, application form, equalities form, reference form pro forma with consent form, self-disclosure form and recruitment of ex-offenders policy.
- Dr Bell's Family Centre shortlists applicants for interview by matching the details given on the completed application form against the job description and person specification. We will be looking for clear evidence to show whether or not your experience, skills and knowledge match those set out in the job pack.
- Make sure you set out your skills in full, or you could miss out on being shortlisted. Please note that CVs are not accepted.
- Presentation is important, so be careful when completing the application form. Depending on the level and type of tasks involved in the job you're applying for, spelling and grammar may be taken into account in the shortlisting process.
- Section 11 of the application form is the most important part of the form as far as 'making your case' for shortlisting goes. Please use this section to make clear what skills, knowledge and abilities you have, giving examples where possible and linking back to the requirements set out in the person specification. If you've not been in this type of work before, you should consider whether you have gained any useful skills or experience in voluntary roles.
- Your completed application form must be received by the closing date given.
- If you have any questions, please do not hesitate in contact our Chief Executive at darcey@dbfc.org.uk

Application Form



Post Applied For:

Section 1: Contact Details

First Name:	Surname:
Former names (if applicable)	
Home phone number:	Address (including postcode):
Mobile number:	
Email Address:	
National insurance number:	

How do you prefer to be contacted?:

Do you have the right to undertake paid work in the UK?

Y / N

Where did you find out about this vacancy?

(Please be specific and give the name of any website or mailing list you have used)

Are you a member of the PVG Scheme?

Y / N

Are you a member of the Scottish Social Services Council (SSSC)?

Y / N

Section 2: Previous Convictions

The post that you have applied for requires a basic, standard or enhanced disclosure or is one where your normal duties include regulated work and requires a PVG disclosure in accordance with at least one of the following pieces of legislation

- Rehabilitation of Offenders Act 1974 (as amended)
- Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 (as amended)
- Protection of Vulnerable Groups (Scotland) Act 2007 (as amended)

- Police Act 1997 (as amended)

You are therefore required to disclose certain convictions, but you should not tell us about any convictions which were gained before the age of 12. Having a criminal record will not necessarily be a bar to working or volunteering with us. We will consider any information disclosed fairly and in accordance with the requirements of Rehabilitation of Offenders Act 1974. For further information you may wish to visit the Disclosure Scotland website at <https://www.mygov.scot/convictions-higher-disclosures/> Please contact us if you require a self-declaration form and full guidance notes.

Do you have any unspent convictions which mean you need to complete a self-declaration form?

Y / N

Section 3: Current/Most Recent Employment/Volunteer Post or Experience

Employer Name:	Employed From:
Employer Address:	Notice Required:
	Date of Leaving: (if applicable)
	Reason for Leaving: (if applicable)
Position Held:	Final Salary:

Brief description of duties and achievements whilst in post:

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Section 4: Previous experience:

Including previous employment, volunteering roles or other relevant lived experience with the most recent first

(please provide a minimum of 10 years, or as much as possible)

From	To	Employer	Position Held & Brief Description	Reason for Leaving

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Section 5: Referee Details

Current or most recent employer/Volunteer organisation:

2nd Referee:

Name:		Name:	
Organisation:		Organisation:	
Job Title:		Job Title:	
Email Address:		Email Address:	
Phone Number:		Phone Number:	
Relationship to Applicant:		Relationship to Applicant:	
Can be contacted prior to interview:	Y / N	Can be contacted prior to interview:	Y / N

Section 6: Qualifications & Professional Memberships

Details of any qualifications you hold which are relevant to the post you are applying for:

Qualification	Subject	Awarding Body

Details of any professional bodies you are registered with (including SSSC if applicable):

Professional Body	Type of Membership	Registration Number

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Use a separate sheet if required – proof of these may be required before a firm offer is made

Section 7: Learning & Development Activities

Please list any other training, learning or development activities undertaken which you think are relevant to this application (e.g. first aid, presentation skills)

Details	Date Completed

Before completing the rest of the form you should consider the job description for this role carefully.

Your application will be assessed against the criteria listed within that document.

Section 8: Team Work

Tell us about a time when your contribution made a positive difference to a team you were working with.

What was the situation?

--

How did you earn their trust and confidence?

--

What was outcome?

Section 9: Building & Maintaining Relationships

Tell us about a time when you built a relationship with someone you found challenging or difficult.

What was the situation?

How did you earn their trust and confidence?

What was outcome?

Section 10: Our Values

One of our five values is **community**. Explain what this means to you and how you have demonstrated this.

Section 11: Additional Requirements for this role

Where the job description lists **Knowledge, Skills, Qualifications & Competencies**, please describe how you meet these here. We are interested in hearing about your professional, volunteering and lived experience)

Section 12: Declarations

Under The Protection of Vulnerable Groups (Scotland) Act 2007, all positions which involve direct work, training or coaching with children or protected adults require a Protection of Vulnerable Groups application or update to be completed via Disclosure Scotland.

All employment or offers of work will be subject to satisfactory completion of these pre-employment checks.

I confirm that I understand the above and agree that I will be willing to complete a disclosure/PVG application form for the position to which I am applying.

Signature: _____ Date: _____

I confirm that the information I have given on this form is to the best of my knowledge correct and accurate, and that misleading statements may be sufficient grounds for cancelling any agreements made.

(If submitting this form by e-mail you will be required to sign a paper copy if invited to interview.)

Signature: _____ Date: _____

Please send your application to us at darcey@dbfc.org.uk

Equality Form - <https://forms.gle/imkHTHHaRoyCrURS6>



**Dr Bell's Family Centre
Equal Opportunities Monitoring Form**

This form is kept separately from your application and is anonymous.

Dr Bell's Family Centre welcomes applications from all sections of the community. The aim of our policies is to ensure Dr Bell's employee and volunteer recruitment practices promote equality of opportunity for all and do not allow discrimination. To help us meet this commitment, we hope that you will assist us by completing this form. However, you do not have to complete the form if you choose not to, and this will not affect your application.

Please circle as appropriate:

Gender Man Woman Intersex Non-binary Prefer not to say

If you prefer to use your own term, please specify here

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49
50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please circle as appropriate:

White

English Welsh Scottish Northern Irish Irish
British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian
Prefer not to say

Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab Prefer not to say

Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual Prefer not to say

If you prefer to use your own term, please specify here:

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Prefer not to say

If other religion or belief, please write in:

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours

Annualised hours Job-share Flexible shifts Compressed hours

Homeworking Prefer not to say If other, please write in:

Do you have caring responsibilities? If yes, circle all that apply

None Primary carer of a child/children (under 18)

Primary carer of disabled child/children Primary carer of disabled adult (18 and over)

Primary carer of older person

Secondary carer (another person carries out the main caring role) Prefer not to say

Reference request proforma

REFERENCE REQUEST FORM

The person named below has applied for the stated post within our organisation and has given your name as a referee. Please answer all relevant questions, sign and date the form, and return it to us by email (typed signature is fine).

Name of Applicant	
Post Applied for	
Organisation	Dr Bell's Family Centre

General Information	
Referee's name	
Position	
Address	
Telephone No.	
In what capacity do you know the applicant?	
Have you managed/supervised this person directly?	
How long have you known the applicant?	

Employment/Volunteering Information	
Dates of employment	
Capacity in which employed	
Main duties	
Reason for leaving	
Number of days absent through sickness/injury in the last year	

Assessment of Performance: Please rate the person on the following				
	Poor	Average	Good	Excellent
Teamwork				
Honesty				
Punctuality				
Reliability				
Attitude				

Safeguarding
Do you have any concerns around this person working with children/young people/adults at risk?
Yes:
No:
If 'Yes', we may contact you in confidence.

Other Information	
What knowledge, skills and attitudes does the applicant have that makes them suitable for this role?	
What areas might need to be improved?	
In your opinion is there any reason why the applicant should not be appointed to this post?	
Would you employ the applicant again and why?	
Do you have any further information or comments which you would wish to offer about the applicant, bearing in mind the post for which they have applied?	

Data Protection
This information is being collected by Dr Bell's Family Centre for the purpose of recruitment and selection. If you are giving a reference on behalf of a present or previous employer, the subject will be entitled to see it. If the applicant is successful the information will be held on file for the duration of their employment. If the applicant is unsuccessful the information will be held on file for a maximum of twelve months and then destroyed. Signed: _____ Date: _____ This reference is given on the understanding that any legal responsibility or liability for accuracy or otherwise of any statement herein is hereby excluded in respect of the author of the reference, their employer, the recipient of the reference and the subject of it.

Reference request consent form



Applicant Reference Consent Form

Please complete a separate form for each referee

Referee Name	
Organisation	

I hereby consent for the referee above to provide an employment reference on request.

Signed	
Print name	
Date	

This form should be attached to the reference request letter.

Self disclosure form

Self Disclosure Form



Self-disclosure form for roles which are covered by the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales.

For completion by the person applying for the role.

Name of candidate/person:	
Previous name(s): Please include date(s) each name was used (MM/YYYY)	
Address with postcode: Please include dates from and to (MM/YYYY) for each address	
Telephone/mobile number:	
Date of birth:	
Gender:	

As the role you have applied for involves contact with children and vulnerable adults, you will also be required to undergo the relevant vetting and barring checks. Depending on the nature of the role, this could include checking criminal convictions and checking that you are not barred from working with children and/or vulnerable adults.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access any information held about you.

Have you ever been known to any Children's Services department or police as being a risk or potential risk to children and/or vulnerable adults?	YES/NO
If yes, please provide further information:	
Have you been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behaviour towards children and/or vulnerable adults?	YES/NO
If yes, please provide further information and include details of the outcome:	

Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children?	YES/NO
If yes, please provide further information:	
Do you have any unspent convictions in the UK or overseas?	YES/NO
If yes, please provide further information:	
Confirmation of declaration	Tick box below
I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.	
In accordance with the organisation's procedures if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.	
I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children and/or vulnerable adults.	
I understand that the information contained on this form, the results of the criminal record check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children and/or vulnerable adults.	

Signature of candidate:	
Print name:	
Date:	

Recruitment of ex-offenders policy

Introduction

Part V of the Police Act 1997 is aimed at helping employers and their organisations to assess the suitability of applicants for particular posts and to make safer recruitment decisions in relation to positions of trust by widening the access to criminal record information. The Act allows the issue of criminal conviction certificates. In Scotland, these certificates will be issued by Disclosure Scotland. There are three types of Disclosure that can be requested, basic, standard, and enhanced. Dr Bell's Family Centre complies fully with the Code of Practice, issued by Scottish Ministers, on the use of information provided to the organisation by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust.

The Protection of Children (Scotland) Act 2003 allows Scottish Ministers to hold a list of individuals disqualified from working with children. It also introduced offences, including one for organisations offering work in a childcare position to a person who is disqualified from working with children.

In 2011 the Scottish Government introduced a new membership scheme to replace and improve upon the current disclosure arrangements for people who work with vulnerable groups. Any individual who is not barred may apply to become a member of the PVG scheme. The PVG scheme is administered by Disclosure Scotland and allows organisational employers and personal employers to satisfy themselves that an individual to whom they are offering regulated work is not barred from that type of regulated work. The PVG scheme provides three different disclosure records for this purpose which replaces the use of Standard and Enhanced Disclosures for work with vulnerable groups. PVG scheme members are continuously monitored for new vetting information and any information which comes to light which may indicate that they are unsuitable to do regulated work will lead to a consideration for listing.

Target Audience

Prospective employees, employees, senior management team and board of trustees.

Responsibilities

The Chief Executive is responsible for this policy.

Arrangements

All positions with Dr Bell's Family Centre will require a basic minimum of an Enhanced Disclosure, those positions deemed to be "regulated work" will require successful membership of the Protection of Vulnerable Groups Scheme. All applicants will be made aware what the requirements are for the role that they are apply to.

All offers of employment made by Dr Bell's Family Centre are subject to relevant background checks, including but not limited to Enhanced Disclosure Scotland Certificates or membership of the Protection of Vulnerable Groups Scheme before commencing employment.

As stated in the Scottish Social Services Council (SSSC) Code of Practice for Employers, Dr Bell's Family Centre will make whatever checks deemed appropriate to confirm the suitability of a candidate to work within the charity.

The policy on recruitment of ex-offenders will be made available to all applicants for employment.

Rehabilitation of offenders act 1974

All employees within Dr Bell's Family Centre have direct access to children and/or vulnerable adults and/or access to confidential information about children and/or vulnerable adults' histories and backgrounds, therefore, all posts within Dr Bell's Family Centre are considered exempt from the Rehabilitation of Offenders Act 1974.

This means that all candidates must disclose all previous and pending convictions on their self-declaration form (submitted at the same time as the application form), even if these would normally be considered 'spent' under the legislation.

A previous conviction will not automatically bar an applicant from employment (with exception of offences against children or other vulnerable groups). We will make all decisions based on careful consideration of all the information available to us. Dr Bell's family Centre is committed to equality of opportunity and as such will not discriminate unjustifiably against individuals with criminal convictions.

In line with Government guidance, management will, in each case, consider the following:

- Whether the conviction is relevant to the employment
- The length of time since the offence occurred
- Whether the applicant has a pattern of convictions
- Whether the applicant's circumstances have changed since the offence was committed
- Whether the applicant can gain membership of the Protection of Vulnerable Groups Scheme if appropriate

It is important that all employees and candidates understand the need to disclose convictions and are actively encouraged to do so, in order that any convictions can be fully discussed.

If management feel that further clarification is required, further information may be sought from additional sources, for example, previous employers, placements etc. We may also ask the applicant to supply additional references.

In line with the Data Protection Act (1998) and good practice, only Senior Management and authorised staff involved in the selection process will have access to information provided by Disclosure Scotland.

Candidates should be aware that, should a Disclosure Scotland certificate or Scheme Record/Record Update show convictions that were not provided in the individual's self-declaration form, Dr Bell's Family Centre consider this as a fundamental breach of trust. If this situation arises the employee may be summarily dismissed or the candidate may have any offer of employment withdrawn, irrespective of the nature of the conviction.

Having a criminal record will not necessarily debar an applicant from working with Dr Bell's Family Centre. Decisions regarding suitability for positions of trust which are subject to vetting will be dependent on the nature of the position, together with the circumstances and background of the offence(s).

Monitoring

We will maintain and review the pre-employment process of all prospective employees to monitor the progress of these procedures.

Monitoring may involve:

- The collection and classification of information regarding the protected characteristics of all applicants and current employees.
- Recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of these procedures.

Records

Recruitment advertising

Equal Opportunities Monitoring Forms

Self-disclosure form