

## Kalendit Ex-Offenders policy

Where requested, Kalendit Ltd (company number: 10883022) (“**Kalendit**”) has agreed to assist temporary worker candidates in procuring a Disclosure and Barring Service (“**DBS**”).

The DBS check provider we work with requires the following policy to be put in place to ensure compliance with the Rehabilitation of Offenders Act 1974.

Terms defined in this policy have the same meaning given to them in the terms and conditions between Kalendit and its users.

Although Kalendit abides by this policy and has taken measures on the Platform to encourage all applicants to be treated fairly, please note that Kalendit is not an employer, an employment business or a recruiting agency. DBS certificates will primarily be assessed by prospective nurseries and should be made available to them if requested.

As an organisation that receives and processes information for applicants who use the Platform to secure positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order and who are subject to criminal record checks processed through the DBS, Kalendit complies fully with the Code of Practice and undertakes that the Platform will treat all temporary worker candidates fairly when deciding whether to onboard them as users of the Platform.

Kalendit undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. Please note that Kalendit cannot provide an undertaking on behalf of nurseries who may wish to engage with temporary workers, but will make this policy available to nurseries and ask them to abide by the same equal opportunities policies that Kalendit is committed to maintaining.

Kalendit can only ask an individual to provide details of convictions and cautions that Kalendit is legally entitled to request for the purpose of assisting the individual in procuring a DBS certificate. 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), Kalendit can only ask an individual about convictions and cautions that are not protected.

Kalendit is committed to the fair treatment of users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This policy on processing of information provided by ex-offenders is made available to all DBS applicants at the outset of the DBS check process.

Kalendit actively promotes equality of opportunity for all with the right mix of talent, skills and potential and has made the Platform open to a wide range of candidates, including those with criminal records.

The suitability of candidates will ultimately be determined by nurseries who will be the organisations that will engage candidates on a temporary consultancy basis, however, Kalendit will make this policy available to the nurseries and ask them to abide by the same equal opportunities procedures that Kalendit maintains.

It is worth noting that a criminal record check application must be submitted to the DBS if it is proportionate and relevant to the position concerned. Given that the services to be provided relate to work defined as “work with children” in regulation 5C of the Police Act 1997, a DBS check will be requested for each user of the Platform and will likely also be requested by any nurseries that a temporary worker candidate wishes to provide services to.

The Platform’s registration procedures will feature an option for users to upload a valid DBS certificate or apply for a new one. Candidates may be allowed to register with the Platform prior to obtaining a DBS certificate, but it is possible that nurseries will require one to be available before agreeing to a Booking.

Kalendit ensures that all those in Kalendit who are involved in registering a user onto the Platform have been suitably trained to identify and assess the relevance and circumstances of offences. Kalendit also 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. However, Kalendit is not involved in the recruitment of any workers, interviewing them or assessing their suitability as potential independent contractors for a nursery and Kalendit cannot guarantee that each nursery has had the same training or guidance.

Kalendit will forward this policy to nurseries so that they are aware that at any interview or in a separate discussion with candidates, the nurseries should participate in an open and measured discussion on the subject of any offences or other matter that might be relevant to the position.

Please note that failure by an individual to reveal information that is directly relevant to the position sought could lead to a cancellation of a Booking with a nursery, and possibly, removal of the individual as a user of the Platform.

Kalendit makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request. The DBS Code of Practice can be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/474742/Code\\_of\\_Practice\\_for\\_Disclosure\\_and\\_Barring\\_Service\\_Nov\\_15.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf)

Kalendit undertakes to discuss any matter revealed on a DBS certificate with the relevant individual before making any such certificate available to prospective nurseries (which would only be done with the user's prior consent) or before removing the individual as a user of the Platform if such action is deemed necessary.