

## **Police Checks Documentation Policy**

Mma Care ensures that all Workers have Police check carried out on them prior to commencing work.

All documents and policies are available to any potential applicant prior to starting our registration process. Furthermore applicants registering with the Mma Care are pre-screened by a dedicated team of recruitment staff.

Mma Care 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. Mma Care's Risk Committee will also review all criminal record and disclosure information and will make the final recruitment decision. Mma Care 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 temporary workers. Mma Care ensures the safety of service users is paramount. All documents and policies are available to any potential applicant prior to starting our registration process. Furthermore applicants registering with the Mma Care are pre-screened by a dedicated team of recruitment staff.