

Policy for the Recruitment of Ex-Offenders

What is this Policy?

This Policy confirms that St. Michael's Church assesses applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order

- using criminal record checks processed through the Disclosure and Barring Service (DBS); and
- complying fully with government code of practice: www.gov.uk/government/publications/dbs-code-of-practice; and
- undertaking to treat all applicants for positions fairly.

Who should follow this Policy?

Everyone involved in recruiting or selecting for any position, paid or voluntary, within St. Michaels' Church must follow this Policy.

What are the requirements of this Policy?

This Policy will be made available to all DBS applicants at the start of the recruitment process

How should this Policy be applied?

This parish:

DOES NOT:

- Discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

DOES:

- Ask an individual to provide details only of convictions and cautions that we are legally entitled to know about. 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 in Police Act Regulations as amended)
- Ask an individual about only convictions and cautions that are not protected
- Commit to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- Actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records
- Select candidates to be interviewed only on the basis of their skills, qualifications and experience
- Submit an application for a criminal record check to DBS only after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

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- Ensure that all those in St. Michael's Church who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- Ensure 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
- At interview, or in a separate discussion, ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Make it clear to the candidate that failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- Make every subject of a criminal record check submitted to DBS aware of the existence of the www.gov.uk/government/publications/dbs-code-of-practice and makes a copy available on request
- Undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

What else do I need to know?

It is a legal requirement on us to treat applications from ex-offenders for positions within our church, paid or voluntary, fairly and in accordance with the provisions stated in the "What is this Policy?" section.

If clarification or assistance is required in understanding and applying these provisions then we must contact the Diocesan Safeguarding Team for advice.