

## Policy for the Recruitment of Ex-Offenders

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the code of practice ([Revised Code of Practice for Disclosure and Barring Service Registered Persons](#)) and undertakes to treat all applicants for positions fairly.
2. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. We can only ask an individual to provide details 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 Police Act Regulations as amended).
4. We can only ask an individual about convictions and cautions that are not protected.
5. We are committed to the fair treatment of 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.
6. This policy on the recruitment of ex-offenders will be published on our website and be available to all DBS applicants at the start of the recruitment process.
7. We 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.
8. We select all candidates for interview based on their skills, qualifications and experience.
9. An application for a criminal record check is only submitted to DBS 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.
10. We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offence (see below regarding Responding to DBS Disclosures & Information).
11. We also 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.
12. At interview, or in a separate discussion, we 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. Failure

to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

13. We make every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and make a copy available on request.
14. We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

**Practice Guidance:**

When there are disclosures of cautions, convictions, reprimands or police intelligence, the Diocesan Safeguarding Team must be informed in order to ensure that the relevance of the offences and associated risk are assessed. The Diocesan Safeguarding Adviser will make a recommendation concerning the suitability of the applicant to the person responsible for the appointment. Should the applicant not wish the confidential declaration and/or the criminal record disclosure to be seen, as is their choice, the application must not proceed further and must be terminated.