

Safer Recruitment (including Ex-Offenders)

The following Policy Statement is based on Version 4 of a sample statement issued by the Disclosure and Barring Service (DBS). In this Policy Statement, the term 'we' refers to the Parochial Church Council of All Saints Church Kings Langley who have formally adopted this statement.

Policy Statement

1. As an organisation assessing 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), we comply fully with the DBS Code of Practice and undertake to treat applications for positions fairly.
2. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of the conviction or other information revealed.
3. We can only ask an individual 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, we can only ask an individual about convictions and cautions that are not protected.
4. We are committed to the fair treatment of our volunteers/staff, potential volunteers/staff or users of our services; regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
5. We will make this policy statement available to all DBS applicants at the outset of the recruitment process.
6. 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.
7. We select all candidates for interview based on their skills, qualifications and experience.
8. An application for a criminal record check is only submitted to the 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.
9. 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 offences. 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.

10. 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.
11. We make every subject of a criminal record check submitted to the DBS aware of the existence of the DBS Code of Practice and make a copy available on request.
12. We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Signed

Churchwarden _____

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Date: November 2023
(Reviewed annually)

Notes:

1. If the DBS check for an applicant (paid or volunteer) returns an unsatisfactory report and the decision is made to refuse employment, there is no appeal.
2. If an applicant (paid or volunteer) feels they did not get the job because of discrimination, they should write to the organisation explaining why they feel discriminated against and asking for feedback as to why they were unsuccessful. (Equality Act 2010 is applicable).
3. The applicant must receive a written response within five working days.
4. If the applicant is not satisfied, they can take legal action.