



Statement and Policy on the Recruitment of Ex-Offenders

The church:

- has a written policy on the suitability of ex-offenders for employment in relevant positions. This should be available upon request to potential applicants and, in the case of those carrying out an umbrella function, should be made available to their clients. Clients of Registered Bodies should make this policy available to their potential or existing employees.
- ensures that all applicants for relevant positions or employment are notified in advance of the requirement for a Disclosure.
- notifies all potential applicants of the potential effect of a criminal record history on the recruitment and selection process and any recruitment decision.
- will discuss the content of the Disclosure with the applicant before withdrawing any offer of employment.

Church Policy

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), St Andrew the Great complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

St Andrew the Great undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

St Andrew the Great can only ask an individual to provide details of convictions and cautions that the church is 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).

St Andrew the Great can only ask an individual about convictions and cautions that are not protected.

St Andrew the Great is committed 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.

This policy on the recruitment of ex-offenders, will be made available to all DBS applicants at the start of the recruitment process.

St Andrew the Great actively promotes 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.

St Andrew the Great selects all candidates for interview based on their skills, qualifications and experience.

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.

St Andrew the Great ensures that all those in the church who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

St Andrew the Great also ensures that they have received appropriate guidance and training (Diocesan 'Safer Recruitment' course) 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, St Andrew the Great ensures 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

St Andrew the Great 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.

St Andrew the Great undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.