



## St Andrew's Church, Oxford

### Diocesan Policy on Recruitment of Ex-Offenders

Review date May 2018

1. As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions involving working with children and young people, the Diocese of Oxford complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. The Diocese of Oxford is committed to the fair treatment of its staff, potential staff, volunteers and users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental disability, or offending background.
3. This policy on the recruitment of ex-offenders can be made available to all Disclosure applicants at the outset of the recruitment process.
4. 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. In selecting people we assess their skills, qualifications and experience.
5. A DBS Disclosure is only requested for positions involving working with children and young people. For those positions where a DBS Check is required, all application forms, job advertisements and recruitment briefs will contain a statement that a CRB Disclosure will be requested in the event of the individual being offered the position.
6. Where a DBS Check is to form part of the recruitment process, we encourage all applicants called for interview to complete a Confidential Declaration at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the Appointing Body and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
7. For positions involving working with children and young people we ask questions about your entire criminal record on the Confidential Declaration Form, as the Rehabilitation of Offenders Act 1974 provides that for this purpose no convictions are regarded as unspent. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
8. Appointing Bodies will be made fully aware of their duties under the provisions of the Criminal Justice and Court Services Act 2000 prohibiting the employment of



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disqualified people from working in regulated positions and any other relevant requirements stipulated by law or by regulatory bodies.

9. 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. A risk assessment is undertaken, when offences are disclosed, which takes into account the circumstances of the offence and the position applied for.
10. We make every subject of a DBS Check aware of the existence of the DBS Code of Practice and make a copy available on request.
11. We undertake to discuss any matter revealed in a DBS Check with the person seeking the position before withdrawing a conditional offer of employment.
12. We have a procedure to deal with complaints relating to DBS Check and the use of DBS Disclosure information.
13. Having a criminal record will not necessarily bar someone from working with us. This will depend on the nature of the position and the circumstances and background of your offences.
14. It is Diocesan policy that no-one who has been convicted or who has accepted a caution for a sexual offence against a child will be permitted to work, in a paid or unpaid position, which brings them into regular direct contact with children, nor can they be part of mixed-age activities (for example choir) run by the church.
15. A person convicted of or who has accepted a caution for any other offence against a child or for whom there are unresolved serious allegations outstanding will only be allowed to work with children or be part of mixed-age activities with the express agreement of the Bishop and incumbent.
16. A person known to be convicted of, or to have accepted a caution for, an offence against a child will be subject to an individual agreement defining attendance at worship and other church activities.