

Template for a policy on the recruitment of ex-offenders



**GOOD
PRACTICE 6
P4**

Introduction

The DBS Code of Practice, published under section 122 of the Police Act 1997, makes it a requirement that DBS applicants who have a criminal record are treated fairly and are not discriminated against because of a conviction or other information revealed in a DBS check. The Code also obliges bodies that undertake checks to have a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process. The sample policy statement below can be used or adapted for this purpose.

Policy statement

complies fully with the DBS Code of Practice

when assessing an applicant's suitability for positions within the church which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order. We are committed to treating all applicants fairly and to not discriminate against any subject of a criminal record check based on convictions or other information revealed.

will only request that an individual disclose

details of convictions or cautions that we are legally entitled to know about. Where the position advertised is included in the Rehabilitation of Offenders Act 1974 (Exemptions) Order, a DBS certificate at either a basic, standard or enhanced level can legally be requested. Where a position falls within the legal definition of Regulated Activity, a check against the Barred Lists for Children and/or Adults will also be undertaken.

will only ask potential candidates about

convictions and cautions that are not protected in law. We actively promote equality of opportunity for all and encourage applications from a wide range of candidates, including those with criminal records and regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We select all candidates for interview based on their skills, qualifications and experience.

will only make an application for a criminal record

check through the DBS service where the law indicates that this is proportionate and necessary to the position advertised, such as those roles which involve working with children and adults at risk in a regulated or unregulated activity. Where this is the case, application forms, job adverts and recruitment information will contain explicit reference to the fact that this position requires a criminal record check in the event that the applicant is offered the position.

At interview or during an appropriate discussion,

will ensure that an open conversation takes place with the applicant regarding any offences or other information that may be relevant to the position. Failure of the applicant to share any information that is relevant to the position sought may result in the withdrawal of an offer of employment or voluntary position.

ensures that all those who are involved with the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

will also ensure that they have received appropriate training and guidance in the relevant legislation and understand the importance of confidentiality throughout the recruitment process.

will discuss any matter revealed on a DBS certificate with the individual seeking the position before a decision is made whether to continue with the offer of employment. A risk assessment will be conducted with the applicant and only in cases where the disclosure impacts upon the applicant's ability to safely hold the offer of employment will it be withdrawn. This is provided that the information revealed has been brought to 's attention prior to disclosure being received.

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.