

St Mary's with St Francis, Hinckley

Recruitment of Ex-offenders Policy

Statement of Intent

Why we have adopted a recruitment of ex-offenders policy and what we intend to do

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 Mary's with St Francis, Hinckley (hereafter referred to as St Mary's) must comply fully with the Home Office Revised Code of Practice for Disclosure and Barring Service Registered Persons. We intend to do this, and we undertake to treat all applicants for positions fairly.

Code of Practice

Describes what we will do to implement the statement of intent

- St Mary's undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- St Mary's will only ask an individual to provide details of convictions and cautions that St Mary's are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (i.e. where the position is one that is included, in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate in the Police Act Regulations as amended).
- St Mary's will only ask an individual about convictions and cautions that are not protected.
- St Mary's is committed to the fair treatment of its staff, potential staff and users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- St Mary's will make this written policy on the recruitment of ex-offenders available to all DBS applicants at the start of the recruitment process.
- St Mary's actively promotes equality of opportunity for all, with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records.
- St Mary's select all candidates for interview based on their skills, qualifications and experience.
- 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.
- St Mary's ensures that all those in St Mary's who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- St Mary's also ensures 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.

- At interview, or in a separate discussion, St Mary's will 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.
- St Mary's will make every subject of a criminal record check submitted to DBS aware of the existence of the code of practice for DBS registered persons and makes a copy available on request.
- St Mary's will discuss any matter revealed on a DBS certificate with the individual seeking the position before any withdrawal of a conditional offer of employment.

Code of Conduct

A statement making expectations clear

All church staff and volunteers involved in the recruitment process will be expected to diligently adhere to the practice outlined in this policy document. They will seek to uphold Christian values and they will also follow the St Mary's equal opportunities policy.