ST MARY STOKE

Life-changing FAITH | Renewed HOPE | Committed LOVE

RECRUITMENT OF EX-OFFENDERS POLICY

1. Purpose

1.1 This policy sets out how St Mary Stoke approaches the recruitment of ex-offenders, in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order and the Disclosure and Barring Service (DBS) Code of Practice.

1.2 St Mary Stoke has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.

2. Policy Statement

2.1 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), St Mary Stoke complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

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

2.3 St Mary Stoke 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.

3. Requesting Criminal Record Information

3.1 St Mary Stoke can only ask an individual to provide details of convictions and cautions that St Mary Stoke are legally entitled to know about.

3.2 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 Mary Stoke can only ask an individual about convictions and cautions that are not protected.

4. Equality of Opportunity

4.1 St Mary Stoke 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.

4.2 St Mary Stoke selects all candidates for interview based on their skills, qualifications and experience.

5. Requesting a DBS Check

5.1 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.

5.2 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.

6. Training

6.1 St Mary Stoke ensures that all those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

6.2 St Mary Stoke 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.

7. Discussing Offences

7.1 At interview, or in a separate discussion, St Mary Stoke 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.

7.2 Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

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

8. Access to the DBS Code of Practice

8.1 St Mary Stoke 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.

9. Review

9.1 This policy will be reviewed annually by the PCC.

Prepared for St Mary Stoke PCC.