

Appendix 6 :

Policy on the recruitment of ex-offenders



The Interdenominational Safeguarding Panel is appointed by the Union of Welsh Independents, Baptist Union of Wales and the Presbyterian Church of Wales to help assess 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).

This policy on the recruitment of ex-offenders, is available to all DBS applicants at the outset of the recruitment process. We comply with the DBS [code of practice](#) and make subjects of a DBS criminal record check aware of the existence of the code of practice and a copy is available on request.

The Interdenominational Safeguarding Panel undertakes to treat all applicants for positions fairly and not to discriminate unfairly against any subject of a criminal records check on the basis of conviction or other information revealed. Having a criminal record will not bar an individual from working within the church. This will depend on the nature of the position and the circumstances and background of the offence(s).

We are committed to the fair treatment of users of our services, staff, potential staff and volunteers regardless of race, gender, sexual orientation, religion, responsibilities for dependants, age, physical/mental disability or offending background. We 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. We select potential workers and volunteers based on their skills, qualifications and experience and encourage our service users to operate in the same manner.

An application for a criminal record check is only requested for eligible positions as defined by the Protection of Freedoms Act 2012 and included in the Rehabilitation of Offenders Act (ROA) 1974(Exceptions) 1975 Order and the Police Act 1997 (Criminal Records). The Interdenominational Safeguarding Panel can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about, (that is where a standard or enhanced level DBS certificate can legally be requested). We can only ask an individual about convictions and cautions that are not protected and we direct applicants to the guidance and criteria which explains the [filtering of old and minor cautions and convictions](#) which are now 'protected' .

For roles where a criminal records disclosure is identified as necessary, application forms, job adverts and recruitment briefs will contain a statement that a DBS disclosure will be requested in the event of the individual being offered the position.

We ensure that all those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place about 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. We undertake to discuss any matter revealed in a DBS disclosure with the person seeking the position before withdrawing a conditional offer of employment.