

Carlisle Diocesan Policy on the Recruitment of Ex-Offenders

Background:

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), the Diocese of Carlisle complies with the DBS [code of practice](#).
2. We make all applicants aware of our use of criminal records checks at the start of the recruitment process.

Equal Opportunities:

3. We actively promote equality of opportunity for all and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience. Our recruitment approach does not differentiate on grounds of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
4. Having a disclosed criminal record will not necessarily bar an volunteer/applicant from working within the Diocese of Carlisle. Decisions will be dependent on the nature of the position/role, and the circumstances and nature of the offences.

Requiring Criminal Records Checks through the DBS:

5. We will only ask an individual to provide details of convictions and cautions about which we are legally entitled to know. We will always request a DBS certificate at enhanced level (with or without barred list information) when it is required for the role in question.
6. We can and will only ask an individual about convictions and cautions that are not protected.
7. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment materials will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

Staff Involved in Recruitment:

8. All those in the Carlisle Diocese who are involved in the recruitment process are suitably trained to identify and assess the relevance and circumstances of offences or to seek advice from the Diocesan Safeguarding Advisor.

9. The Diocesan Safeguarding Advisor has received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Disclosure of Criminal Records:

10. Where a criminal records check through the DBS is to form part of the recruitment process, potential employees and volunteers will be required to provide details of the relevant criminal record through a Confidential Declaration. 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. Failure in the Confidential Declaration or at Interview to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or a volunteer post.

11. We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment or a volunteer role.

12. Disclosure information, whether provided as part of a Confidential Declaration, at interview, or through a DBS check will be seen only by those who have a right and need to see it as part of the recruitment process.

13. We make every subject of a criminal record check submitted to DBS aware of the existence of the DBS [code of practice](#) and make a copy available on request or via the Diocesan or DBS website.

Diocese of Carlisle, June 2019