

## **Policy Statement on the Recruitment of Ex-Offenders**

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 Portsmouth complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly.

All Disclosure applicants will be made aware of this policy statement at the outset of the recruitment process.

The Diocese of Portsmouth will ensure that no applicant, staff member, volunteer or user of its services is subject to less favourable treatment on the grounds of their gender, race, nationality, ethnic or national origins, age, religion, sexual orientation, responsibilities for dependants, physical or mental disability or offending background.

The Diocese of Portsmouth 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. The selection of candidates for interview will be based on those who meet the required standard of skills, qualifications and experience as outlined in the essential and desirable criteria.

The Diocese of Portsmouth will only request a criminal record check if it considers it to be both proportionate and relevant to the particular position. This will be based on a thorough risk assessment of that position and whether or not an enhanced disclosure can legally be requested. Applicants will be made aware at the initial recruitment stage that an application for a DBS certificate is required in the event of the individual being offered the position. The Diocese of Portsmouth will only ask about convictions and cautions that are not protected.

The Diocese of Portsmouth ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of disclosure information, and have received the appropriate guidance and training in relevant legislation relating to the employment of ex-offenders.

The Diocese of Portsmouth undertakes to ensure that at interview, or in a separate meeting, an open and measured discussion will take place on the subject of any offence/s or other matter that may be considered relevant to the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment or voluntary position.

The Diocese of Portsmouth undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing an offer of employment or voluntary position.