DIOCESE OF LINCOLN

St Michael's Church, Waddington PCC

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS AND THE USE OF THE DISCLOSURE AND BARRING SERVICE

1. POLICY

St Michael's Church, Waddington PCC

has adopted:-

1.1 *Protecting all God's children edition 4* House of Bishops' 2010 the Child protection Policy for the Church of England

1.2 *Promoting a safe church* House of Bishops'2006 the policy for safeguarding adults in the Church of England.

A copy of the full relevant policy is obtainable on the Diocese of Lincoln's website www.lincoln.anglican.org/protection

2. USE OF DISCLOSURE AND BARRING SERVICE

2.1 The Disclosure and Barring Service (DBS) provides a one-stop service to those requiring criminal records disclosures and barring checks for employment/volunteering purposes. Barring checks are checks against lists of those barred from working with children, young people and adults who are vulnerable. The PCC supports this approach.

2.2 The DBS was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). .

2.3 As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, St Michael's Church, Waddington undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or information received.

2.4 St Michael's Church, Waddington 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.

2.5 This written policy on the recruitment of ex-offenders is made available to all DBS applicants at the outset of the recruitment process through publication on St Michael's Church, Waddington website in the safeguarding section.

2.6 St Michael's Church, Waddington actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all applicants based on their skills, qualifications and experience.

2.7 A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the positions concerned. St Michael's Church, Waddington maintains a list of those positions where a DBS check will be requested in the event of an individual being offered the position. This list is available on the website in the safeguarding section.

2.8 Where a DBS check is to form part of the recruitment process, we encourage all applicants at the start of the application process to complete a 'Confidential Declaration' so that any issues can be discussed at an early stage of the application process. We request that this information is sent under separate, confidential cover to the incumbent or their nominee so that this information will only be seen by those who need to see it as part of the recruitment process.

2.9 Unless the nature of the position allows St Michael's Church, Waddington to ask questions about an applicant's entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

2.10 If there is an issue raised in the DBS process it is passed to the Diocesan Safeguarding Adviser for advice. The Safeguarding Advisor is suitability trained to identify and assess the relevance and circumstances of offences. If the issues are complex s/he will ask for assistance from the Local Safeguarding Children or Adult Safeguarding board. The Safeguarding Advisor will make a recommendation to the Incumbent about the suitability of an applicant. The incumbent, in discussion with the Bishop or Arch Deacon if necessary, will make the final decision.

2.11 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 matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.

2.12 We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment or volunteering.

This Policy was adopted by St Michael's Church, Waddington PCC on

…….Review Date Nov 2017

Signed……..

Annabel Barber. (Incumbent)

The parish Safeguarding Officer is ……**Patricia Reid**…….