

Diocese of Lincoln Policy Statement on the Recruitment of Ex-offenders and the Use of the Disclosure and Barring Service (DBS)



A Policy

St Michael's Church, Waddington PCC has adopted the following Church of England policies:

- 'Protecting all God's Children' child protection policy for the Church of England (House of Bishops, 4th edition 2010)
- 'Promoting a Safer Church' safeguarding policy for Adults (House of Bishops 2006)
- 'Responding to Safeguarding Concerns of Allegation that relate to Children, Young People and Vulnerable Adults' (House of Bishops 2018).

A copy of the full relevant policy is obtainable on the Diocese of Lincoln's website www.lincoln.anglican.org/safeguarding-statements-and-policies

B Use of Disclosure and Barring Service

- 1 The Disclosure and Barring Service (DBS) provides a one-stop service to those requiring criminal records disclosures and barring checks for employment and 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 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).
- 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.
- 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 or mental ill health and disability or offending background.
- 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 the stmichaelschurchwaddington.org.uk website in the safeguarding section.
- 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.

- 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 in the safeguarding section of our website.
- 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.
- 9 Unless the nature of the position allows St Michael's Church Waddington to ask questions about an applicant's entire criminal record, we ask only about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- 10 If there is an issue raised in the DBS process it will be passed to the Diocesan Safeguarding Adviser for advice. The Safeguarding Adviser 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 Adviser will make a recommendation to the Incumbent about the suitability of an applicant. The incumbent, in discussion with the Bishop or Archdeacon if necessary, will make the final decision.
- 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.
- 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. Records will be kept of any meetings in relation to this, including dates, times, locations, participants and gist of conversations, if appropriate. If there are any concerns the Safeguarding procedure will be used for information on next steps.

Parish Safeguarding Officer contact details

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This policy was adopted by St Michael's Church Waddington PCC on:	7 th November 2019
Signed on behalf of the PCC by Rev'd Annabel Barber (Rector):	
Review due by:	30 th November 2020