

## **Diocese of Wakefield – Recruitment of Ex-Offenders Policy**

1. The Diocese of Wakefield uses the Criminal Records Bureau (CRB) Disclosure service to assess the suitability of both volunteers and applicants for employment in positions of trust. We comply fully with the CRB Code of Practice and undertake to treat all volunteers/applicants fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Having a criminal record will not necessarily bar a volunteer/applicant from working within the Diocese. Their possible employment in a paid or voluntary capacity will depend on the nature of the position and the circumstances and background of the offences.

2. For those posts deemed necessary, volunteers, and applicants who are offered employment, will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. Enhanced Disclosures will include details of cautions, reprimands or final warnings, as well as convictions, and also information relating to police enquiries and pending prosecutions.

### **APPLICANTS FOR EMPLOYMENT**

1. Our written Policy for the Recruitment of Ex-offenders will be made available to all Disclosure applicants at the outset of the recruitment process.
2. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
3. Where a Disclosure is to form part of the recruitment process, all applicants called for interview will be required to provide details of their criminal record at an early stage in the application process. Such information should be sent, under separate and confidential cover, to a designated person within the Diocese of Wakefield (usually the Diocesan Bishop or the Diocesan Secretary). We guarantee that this information will be seen only by those who need to see it as part of the recruitment process.
4. Unless the nature of the position allows the Diocese of Wakefield to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
5. The Diocesan Assessors will assess the implications and relevance of any convictions with respect to the post applied for.
6. At interview, or in a separate discussion, we will 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 to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment, or, if the information is discovered after engagement, the termination of employment.

7. Every subject of a CRB Disclosure will be made aware of the existence of the CRB Code of Practice, and copies will be available on request.
8. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

## **VOLUNTEERS**

1. Those involved in the recruitment of volunteers will make it clear to a candidate whenever a Disclosure is required.
2. Every subject of a CRB Disclosure will be made aware of the existence of the CRB Code of Practice, and copies will be available on request.
3. Information relating to the Recruitment of Ex-offenders will be made available to all Disclosure applicants through the leaflet "Introducing the Criminal Records Bureau: Information for those applying for clearance".
4. We guarantee that Disclosure information will be seen only by those who need to see it as part of the recruitment process.
5. The Diocesan Assessors will assess the implications and relevance of any convictions with respect to the post applied for.
6. We undertake to discuss with a volunteer any matters revealed in a Disclosure which relate directly to the position for which they have offered themselves. The welfare of children and vulnerable adults will always be our first concern.