

Appendix 6 Policy statement on the recruitment of ex-offenders



As an organisation accessing the Disclosure and Barring Service, the Interdenominational Protection Panel, is a Panel appointed by the **Union of Welsh Independents, Baptist Union of Wales and the Presbyterian Church of Wales** to help assess the suitability of applicants for positions of trust. We comply with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The Interdenominational Protection Panel is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, sexual orientation, and responsibilities for dependants, age, physical/mental disability or offending background.

This policy on the recruitment of ex-offenders, is available to all Disclosure applicants at the outset of the recruitment process. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all potential workers and volunteers based on their skills, qualifications and experience and encourage our service users to operate in the same manner.

A Disclosure is only requested for eligible positions as defined by the Protection of Freedoms Act 2012 and included in the Rehabilitation of Offenders ACT (ROA) 1974(Exceptions) 1975 Order and the Police Act 1997 (Criminal Records). 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.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at an early stage in the application process. We request that each applicant signs a self declaration, and inform us of any further disclosure information, by sending this under separate, confidential cover, to their employer or to the Lead Counter Signatory of The Interdenominational Protection Panel and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows The Interdenominational Protection Panel to ask questions about your entire criminal record we only ask about “unspent” and convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

The Interdenominational Child Protection Panel has adopted a safer recruitment process which is outlined in its Safeguarding Vulnerable Groups Handbook, and will train all those involved in dealing with Disclosure information and in the Recruiting Process in its content and use.

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 to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.