



Diocese of St Albans

Recruitment Policy

- The Diocese of St Albans uses the Disclosure and Barring Service (DBS) to assess an applicant's suitability for positions of trust. The Diocese of St Albans complies fully with the DBS Code of Practice and undertakes to treat fairly all applicants for such positions. It undertakes not to discriminate unfairly on the basis of a conviction or other information revealed.

We are interested in creating an 'inclusive' society and are committed to equal opportunity. Therefore, where people have committed an offence, the nature and circumstances of that offence will be taken into consideration. In line with the DBS Code of Practice, diocesan policy states that the following should be considered:

- whether the conviction or other matter revealed is relevant to the position in question
- the seriousness of any offence or other matter revealed
- the length of time since the offence or other matter occurred
- whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

Having a criminal record will not necessarily bar you from working with us.

- The Diocese of St Albans 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.
- We actively promote equality of opportunity for all and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualification, experience and potential.
- **An application for a criminal record check is only submitted to DBS after it has been determined that one is both proportionate and relevant to the position concerned.** For such positions, all 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, all applicants called for interview must complete a Confidential Declaration Form. This allows applicants to provide details of any criminal record at an early stage in the process. The Declaration will be retained by the employer or the parish.
- We ensure that all those in the Diocese of St Albans who are involved in the recruitment process receive appropriate guidance in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.
- 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 withdrawal of an offer of employment or a voluntary post.
- The Diocese of St Albans holds the DBS Code of Practice and this is available at Abbey Gate House.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment or a voluntary post.