

Woodbridge Group of Churches

Recruitment of ex-offenders, and fair use of disclosure information

Policy and procedures

- This policy is derived from, and takes account of, the latest versions of the Bristol Diocese Safeguarding Policies, to be found on the Bristol Diocese website, at www.bristol.anglican.org.
- The Woodbridge Group of Churches is committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities.
- As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, the Woodbridge Group of Churches undertakes to treat all applicants for positions fairly.
- It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.
- PCCs will support the Safeguarding Officers (who normally undertake to obtain DBS clearance) in adhering to the following procedures:
- Having a criminal record does not necessarily bar someone from working with our churches. It will depend on the nature of the position and the circumstances and background of the offence(s).
- A Disclosure is only requested if that is relevant to the position concerned.
- Where a Disclosure is to form part of a recruitment process, all applicants will be encouraged to provide details of any unspent criminal records at an early stage of the process.
- Where a caution, conviction or additional information is disclosed by the applicant or on a DBS disclosure, the applicant's consent will be required to seek advice from the Diocesan Safeguarding Team (DST).

Adopted by ... PCC at a meeting of the PCC held on (date)

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(signed)

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(dated)

Prepared 2 January 2016 by Heather Lee, Safeguarding Officer. and reviewed every year.

Last revision: 3 March 2019 by Heather Lee, Safeguarding Officer and Lead Recruiter, Main changes: mention of Diocese, bullet point 1, (2) last bullet, "sought" changed to "required"