

Grace Baptist Church, Stockport

Policy Statement on the Recruitment of Ex-offenders

It is a requirement of the DBS's (Disclosure and Barring Service) Code of Practice that all employers must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges employers to have a written policy on the recruitment of ex-offenders; a copy of which can be given to Disclosure applicants at the outset of the recruitment process. The Umbrella Body used for DBS checks by Grace Baptist Church, Stockport is Mayflower Disclosure Services Ltd (MDS Ltd). To cover the requirements laid out above they require that any employer using them as a Umbrella Body has a written policy on the recruitment of ex-offenders. This document meets that requirement.

'Recruitment' in this document means anyone asked to take on a role, paid or unpaid, within the church that would require a DBS check.

- As an organisation using the Disclosure and Barring Service Disclosure service to assess applicants' suitability for positions of trust, Grace Baptist Church, Stockport complies fully with the DBS Code of Practice and undertakes to treat all applicants or volunteers for roles fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- We have a written policy on the recruitment of ex-offenders (this document), which is made available to all Disclosure applicants at the outset of the recruitment process.
- Where a Disclosure is to form part of the recruitment process, we encourage the person concerned to provide details of any criminal record confidentially to a designated person within Grace Baptist Church, Stockport and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- In the case of there being a criminal record, 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 role.
- 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 an offer of a role.

Version 2. Revised and agreed by the Officers of Grace Baptist Church on 12/05/2014.