

# Safeguarding Policy

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## ***Recruitment of ex-offenders***

1. SNCA ('we', 'us' and 'our') is an organisation which assesses the suitability of applicants for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order. We do this by using criminal record checks processed through the Disclosure and Barring Service (DBS).
2. We are committed to the fair treatment of all our staff and volunteers, potential staff and volunteers and congregation members.
3. We ask individuals to provide details of convictions and cautions about which we are legally entitled to know.
4. This policy statement is available to all DBS applicants on our websites.
5. We select all candidates for interview based on their skills, qualifications, experience and, where applicable, against our occupational requirements.
6. An application for a criminal record check is only submitted to the DBS after a risk assessment has indicated that the application is both proportionate and relevant to the position concerned.
7. For positions where a criminal record check is identified as necessary, recruitment documentation contains a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
8. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment or permission to volunteer with us.
9. We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment or permission to volunteer with us.
10. Where appropriate, information about a conviction or caution revealed during the recruitment process in relation to any candidate for appointment is referred to the Diocesan Safeguarding Team ('DST') for advice.

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