



Corringham Evangelical Church

POLICY ON THE RECRUITMENT OF EX-OFFENDERS AS VOLUNTARY HELPERS

**Last reviewed: January 2018
To be reviewed: January 2020**

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Corringham Evangelical Church is committed to ensuring equal opportunities to all members and supporters and this policy aims to ensure that ex-offenders receive fair treatment throughout their experience of volunteering within our church.

Corringham Evangelical Church recognises our social responsibility and position within the community. We appreciate the role that continuity of employment can play in the rehabilitation of ex-offenders when matched to appropriate posts. A criminal record is not an automatic bar to employment with this organisation. The specific details of each ex-offender's case will be considered on an individual basis. In each instance, we will determine whether a candidate has the skills and experience for the post, taking account of the impact of the criminal record upon the needs of the post.

We will ensure that application forms for positions where Disclosures will be requested contain a statement that a Disclosure will be requested in the event of a successful application, so that the applicants are aware of the situation. This will be worded accordingly –

This post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, any applicants for this post who are offered employment or who become volunteers for this organisation will be subject to a criminal record check from the Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. A criminal record will not automatically bar a person from successfully taking up this post.

Volunteers for our organisation will also receive a copy of this policy before a DBS check is carried out.

To assist us in this assessment, all applicants will be asked to provide details of unspent criminal records at the initial application stage. In line with the Rehabilitation of Offenders Act 1974, details of spent convictions will be requested from applicants for posts which are considered exempt from the Act due to the responsibilities of the role, predominantly posts which include working with children, vulnerable adults and financial management.

We will, at all times, exercise extra vigilance and diligence when recruiting to these posts and will undertake relevant criminal conviction checks as part of our recruitment action when appropriate. Where details of spent convictions are required, they will be obtained in conjunction with the applicant and member of staff via the Disclosure & Barring Service (DBS). Corringham Evangelical Church will adhere to the DBS Code of Practice at all times and, as required by the DBS, a copy of the Policy on the Recruitment of Ex-Offenders as voluntary helpers will be made available to all applicants and staff who undergo a criminal records check.

All information received as part of this process will be treated as highly confidential and in line with Corringham Evangelical Church's policy regarding the security, storage and retention of applicant and staff criminal records information, as required by the DBS.

Once a volunteer, helpers should inform Richard Partridge or Daren Partridge, in confidence, of any changes to their circumstances affecting their criminal records status, in order that the impact upon their suitability to undertake their role may be reviewed.

Upon disclosure, the oversight aims to ensure that an open and measured discussion takes place on the subject of any offence or other matter that might be relevant to the position sought and could lead to withdrawal of an offer of employment.

The oversight undertakes to discuss any matter revealed in a disclosure with the person seeking to be a volunteer.

We will make the applicant aware of our policy and ensure that relevant statements are made during the application process

This policy will be reviewed by the oversight bi-annually.