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Registered Charity 1168077

Recruitment of Ex-Offenders Policy

1. As an organisation using the Disclosure and Barring Service (DBS) to assess staff and volunteers suitability for positions of trust, Sheffield Churches Council for Community Care (SCCCC) complies fully with the DBS code of practice and undertakes to treat all staff and volunteers for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. Sheffield Churches Council for Community Care is committed to the fair treatment of its staff, potential staff, volunteers and users of its services, regardless of age, gender reassignment, marital or civil partnership status, pregnancy and maternity, disability, race, religion, sex, sexual orientation or offending background.
3. This written policy on the recruitment of ex-offenders is made available to all Disclosure applicants by request at the beginning of the Disclosure procedure.
4. SCCC's actively promotes equality of opportunity for all with the right mix of talent, skills and potential and we welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for paid work for interview based on their skills, qualifications and experience.
5. All staff and most volunteering positions at SCCC require a disclosure, so all application forms, job adverts and recruitment briefs contain a statement that a Disclosure will be requested in the event of the individual being offered the position
6. Where a Disclosure is to form part of the staff and volunteer recruitment process, we encourage all applicants called for interview to provide details of their criminal record on the application form. SCCC's can only ask an individual to provide details of convictions and cautions that SCCC's are legally entitled to know about; including convictions and cautions that are not protected under the amendments made to the legislation in 2013. All convictions and cautions for serious violent and sexual offences and other specified offenders of relevance for posts concerned with safeguarding of children and vulnerable adults will remain subject to disclosure.
7. We ensure that all those in Sheffield Churches Council for Community Care who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation

relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 amended and where appropriate the Police Act Regulations 1997 (as amended).

8. At interview, or in separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position; any discussion of this nature would be undertaken by 2 members of staff. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or volunteer position.
9. 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.
10. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment or volunteer position; this discussion would be undertaken with two members of staff.

Related Policies

Confidentiality

Equal Opportunities

Personal Records, Confidentiality and Data Protection

Retentions

Vulnerable Adults Protection

Date of previous version of policy:	July 2019
Policy approved by HR and Policies Sub Group:	September 2020
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