

ST MICHAEL & ALL ANGELS, SUNNYSIDE, BERKHAMSTED

Policy statement on the recruitment of ex-offenders

1. Sunnyside Church, as an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
2. Sunnyside Church undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. Sunnyside can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. This means where the role is eligible for a DBS certificate at standard or enhanced level as set out in the practice guidance, *Safer Recruitment 2016*. This is also applicable where a Basic Disclosure is required for this role. Where we are in any doubt as to whether the role is eligible for a DBS certificate, or whether we are legally entitled to ask an individual about convictions and cautions, we will seek advice from our umbrella body Thirtyone:eight, who administer the DBS process on behalf of St Albans Diocese.
4. Sunnyside can only ask an individual about convictions and cautions that are not protected.
5. Sunnyside is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
6. Sunnyside will make this policy on the recruitment of ex-offenders available to all DBS applicants at the start of the recruitment process.
7. Sunnyside actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records.
8. Sunnyside selects all candidates for interview based on their skills, qualifications and experience.
9. An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS

certificate will be submitted in the event of the individual being offered the position.

10. Whenever a confidential declaration form or DBS certificate indicates that the applicant has a criminal record, or has other information of concern, the details will be referred to the Diocesan Safeguarding Adviser for consideration by the DSA, and in more complex situations, the Diocesan DBS panel as to whether the criminal record is relevant to the applicant's suitability for the post/role. The DSA and the Diocesan DBS panel members are suitably trained in the relevant legislation relating to the employment of ex-offenders (for example, the Rehabilitation of Offenders Act 1974) and to assess the relevance and circumstances of the offences.
11. At interview, or in a separate discussion, Sunnyside ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
12. Sunnyside makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.
13. Sunnyside undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

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