

## Cathedral Policy on the recruitment of ex-offenders

1. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, the Cathedral complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of information revealed.
2. The Cathedral is committed to the fair treatment of its parish staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical disability or offending background.
3. We actively promote equality of opportunity for all with the right mix of talent, skills and potential, and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
4. A Disclosure is only requested after a risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
5. Where a Disclosure is to form a part of the recruitment process, we encourage applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate confidential cover, to a designated person, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
6. Unless the nature of the position allows the Cathedral to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
7. We ensure that all those in the Cathedral 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 employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
8. This policy should be made available to all Disclosure applicants at the outset of the recruitment process.
9. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might relate to the position. Failure to disclose information that is directly relevant to the position sought may lead to withdrawal of an offer of employment.
10. 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.
11. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working for us.**