

# **Holborn Church DBS Policy for Ex-Offenders**

## **1. Policy Statement**

Holborn Church is committed to equality of opportunity and ensuring fair treatment of all job applicants, employees, and volunteers. We actively promote a diverse and inclusive workplace and comply fully with the Rehabilitation of Offenders Act 1974, the DBS Code of Practice, and all relevant legislation regarding the recruitment of individuals with criminal records.

## **2. Purpose**

This policy outlines our approach to the recruitment of ex-offenders, ensuring that decisions are made fairly, consistently, and in line with safeguarding responsibilities where applicable.

## **3. Scope**

This policy applies to all job applicants, employees, volunteers, and any individuals required to undergo a DBS check as part of their role within Holborn Church.

## **4. Principles**

- Having a criminal record does not automatically prevent employment at Holborn Church.
- We assess each case on an individual basis, considering the nature, seriousness, and relevance of the offence(s) to the role.
- We only request DBS checks where required for specific roles in line with legal and regulatory requirements.
- We ensure that all information disclosed is treated confidentially and stored securely, in accordance with data protection laws.

## **5. DBS Check Process**

- Roles requiring a DBS check will be clearly stated in job descriptions.
- Candidates will be informed at the recruitment stage if a check is required.

- DBS checks will be conducted at the appropriate level (Basic, Standard, or Enhanced) depending on the role's responsibilities.
- If a criminal record is disclosed, a fair and objective assessment will be carried out considering:
  - The nature and seriousness of the offence(s)
  - The time elapsed since the offence(s)
  - The relevance to the role applied for
  - Any mitigating circumstances provided by the candidate
  - Any patterns of behaviour indicated by multiple offences

## **6. Confidentiality & Data Protection**

- Information regarding criminal records will be handled sensitively and confidentially.
- Only relevant personnel involved in the recruitment decision-making process will have access to this information.
- DBS disclosures will not be retained longer than necessary and will be disposed of securely.

## **7. Rehabilitation of Offenders**

- We recognise the importance of rehabilitation and support the reintegration of ex-offenders into the workforce.
- Convictions that are considered 'spent' under the Rehabilitation of Offenders Act 1974 will not be considered in recruitment decisions unless legally required.
- Applicants are encouraged to provide context about their offences and any positive steps taken towards rehabilitation.

## **8. Right to Appeal**

- Candidates who believe they have been unfairly treated in relation to their criminal record may appeal through Holborn Church's recruitment complaints procedure.

## **9. Review & Monitoring**

- This policy will be reviewed annually or in line with changes to relevant legislation.

- Regular audits will be conducted to ensure compliance with this policy and the DBS Code of Practice.

For further information, please contact Anita French (Safeguarding Lead).

This policy ensures compliance with legal requirements while promoting fairness in recruitment. Adjustments can be made based on specific industry regulations or organizational needs.

Updated February 2025