

The Lighthouse Church-New Malden

Policy Statement: The recruitment of ex-offenders

As an organisation using the Disclosure and Barring Service (DBS) service to assess applicant's suitability for positions of trust, The Lighthouse Church - New Malden 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 based on a conviction or other information revealed.

The Lighthouse Church - New Malden is committed to the fair treatment of its staff, potential staff or users of its services, regardless of age, being or becoming a transsexual person, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including: colour, nationality, ethnic or national origin, religion, belief or lack of religion/ belief, sex, sexual orientation, or offending background.

The Lighthouse Church - New Malden has a written policy on the recruitment of ex-offenders, which is made available to all applicants at the outset of the recruitment process.

The Lighthouse Church - New Malden 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. All candidates for interview are selected based on their skills, qualifications and experience. All decisions concerning selection of candidates for interview and subsequent appointments will be made by the Pastor and Elders and all responsibility for decisions rests with them.

Applicants for posts within the Charity will be informed if the positions are exempt from the Rehabilitation of Offenders Act 1974 (and the Childcare (Disqualification) Regulations where appropriate).

A Disclosure, by the DBS, will only be requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions 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.

Where a Disclosure is to form part of the recruitment process, all applicants called for interview will be encouraged to provide details of their criminal record at an early stage. It will be requested that such information be sent under separate, confidential cover to the Nominated Officer of The Lighthouse Church - New Malden, who will guarantee that it will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows The Lighthouse Church - New Malden to ask questions about an entire criminal record, only information on 'unspent' convictions as defined by the Rehabilitation of Offenders Act, 1974, will be requested.

It is ensured that all those within The Lighthouse Church - New Malden who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. It is also ensured 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.

At interview, or in a separate discussion, it will be ensured that an open and measured discussion takes place about 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 the withdrawal of an offer of employment.

Every subject of a DBS Disclosure is made aware of the existence of the DBS Code of Conduct and a copy is made available on request.

The Lighthouse Church - New Malden undertakes 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 prevent anyone working with The Lighthouse Church - New Malden. This will depend on the nature of the position and the background of the offences.

The Lighthouse Church - New Malden is committed to ensuring that all information provided about an individual's criminal convictions, including any information released in disclosures has a valid lawful basis, is used fairly and stored and handled appropriately and in accordance with the provisions of the Data Protection Act 2018. Data held on file about an individual's criminal convictions will be held only for as long as it is required for employment/ legal purposes and will not be disclosed to any unauthorised person.