

Criminal Records Policy

VERSION: JULY 2020

1. THE POLICY

1.1 As part of our obligations, we are required to have a procedure in place in respect of criminal convictions. This requirement applies both to potential and current colleagues of the Diocese.

1.2 Job applicants

- As part of the recruitment process, job applicants will be required to declare whether they have any previous convictions which are unspent under the Rehabilitation of Offenders Act 1974 and if so, to provide full information concerning any convictions.
- Where an applicant is currently under investigation for any offence, whether or not they have been charged, this must be declared. Offers of appointment are subject to the receipt of satisfactory checks.
- Where an applicant has declared any of the above, copies of the certified extract of court records (detailing the conviction and the sentence) must be submitted to HR.

Where:

- an applicant's DBS check is found to reveal a previous criminal conviction; or
- an applicant does not submit the extract of the court records; or
- an applicant has provided false information in, or in support of, his or her application,

the Diocese reserves its right to withdraw any offer of appointment.

1.3 Current colleagues

- Current colleagues will be required to provide to the HR Department details of any criminal convictions or criminal investigations (whether charged or not) that they become subject to during their employment.
- A criminal investigation, charge or conviction relating to conduct outside work may be treated as a disciplinary matter if we consider that it is relevant to your employment.
- Where your conduct is the subject of a criminal investigation, charge or conviction we will investigate the facts before deciding whether to take formal disciplinary action.
- We will not usually wait for the outcome of any criminal prosecution before deciding what action, if any, to take. Where you are unable or have been advised not to attend

a disciplinary hearing or say anything about a pending criminal matter, we may have to take a decision based on the available evidence.

- Failure to disclose a criminal conviction or criminal investigation, or providing false information in respect of a criminal conviction or criminal investigation, will be treated as a potential disciplinary matter and could lead to the termination of employment.

2. SAFEGUARDING

- 2.1 There are certain jobs within the Diocese that require employees to have an up-to-date Disclosure and Barring Service (DBS) check in order for them to carry out their job.
- 2.2 If this applies to your job it is a specific term of your employment with the Diocese that you are able to provide the relevant positive verification.
- 2.3 Failure to provide the relevant up to date documentation (DBS) will be treated as a potential disciplinary matter and could lead to the termination of employment. You may be suspended from your work whilst the matter is investigated.

Approval

This policy was approved by the Diocesan Board of Trustees on:
The next review is due by:

8 July 2020
31 July 2022