

## Policy on recruitment and DBS criminal records checks

### Parish of St Peter's Loudwater

1. We will assess all positions (whether for paid staff or volunteers) in order to determine whether a check is required from the Disclosure and Barring Service and, if so, at what level.
2. For those positions requiring a Disclosure, we will indicate in any recruitment documentation, job offer, other information about the position, or when recruiting volunteers, the level of check required and make clear that in order to carry out the role an unblemished DBS check will be necessary. We will not permit volunteers to supervise groups alone until such time as this information is obtained.
3. Where a paid position involves a DBS check, we will ask all applicants invited to an interview to provide details of any criminal record before the interview.
4. We will obtain DBS checks for volunteers through an appropriate registered body and will advise the Diocese which registered body we use.
5. If the Diocese or registered DBS clearance body advises that a DBS check contains information relevant to the position, we will work with Diocesan staff to assess the risks and agree a course of action.
6. We will follow Diocesan guidance on the renewal of applications for DBS checks.
7. We will ensure that DBS check information is passed only to those entitled to receive it.
8. We are committed to the fair and sensitive use of DBS check information. We will refer to the Diocese any complaints about the DBS check process or the accuracy of DBS check information so that appropriate action can be taken; this may involve the use of the formal complaints procedure.
9. In dealing with all matters relating to Disclosure, we will comply with the Disclosure and Barring Service's Code of Practice. We will also comply with Diocesan policies and follow Diocesan procedures and guidance.