



## **Policy statement regarding recruitment, disclosures and the security of disclosure information**

1. This Parish is committed to the recognition of each person's skills, experience and qualifications. We shall attempt to ensure that these are fully considered in the recruitment and appointment of paid staff and volunteers.
2. We shall assess all positions (whether for paid staff or volunteers) in order to determine whether a Disclosure is required from the Criminal Records Bureau. For those positions requiring a Disclosure, we shall indicate in any advertisement (or other information about the position) that any offer of a position will be subject to the receipt of a satisfactory Enhanced Disclosure.
3. Where a position requires a Disclosure, we shall encourage all applicants invited to an interview to provide details of any criminal record before the interview.
4. We shall obtain Disclosures through the Peterborough Diocese following its procedures in accordance with our written agreement with the Diocese.
5. If the Peterborough Diocese advises that a Disclosure contains information relevant to the position, we shall work with Diocesan Safeguarding Officer to assess the risks and agree a course of action.
6. We are committed to the re-submission of applications for disclosure in respect of all paid employees and voluntary workers for whom this is appropriate, at a frequency to be determined by the recruiting body (current Diocesan guidelines are every 5 years).
7. We shall ensure that Disclosure information is passed only to those entitled to receive it.
8. We are committed to the fair and sensitive use of Disclosure information. We shall refer to the Peterborough Diocese any complaints about the Disclosure process or the accuracy of Disclosure information so that appropriate action can be taken; this may involve the use of the formal appeals procedure.
9. In dealing with all matters relating to Disclosure, we shall comply with the Criminal Records Bureau's Code of Practice. We shall also comply with Peterborough Diocese and follow its procedures and guidance, and indemnify it against any costs incurred through not following these procedures.
10. This policy has been approved by the PCC and has been entered into the minutes, together with the terms of agreement with the Peterborough Diocese.