

## When a criminal record disclosure is not clear

1. If a criminal record disclosure is not clear, or “blemished”, (i.e. it contains information of, for instance, criminal convictions or cautions or additional information such as arrests,) the lead recruiter should ask to see the original criminal records disclosure (only the applicant receives a paper criminal records disclosure). It must not be requested in substitute for the original, the original disclosure **must** always be seen.
2. The lead recruiter should cross-reference the disclosure with the Confidential Declaration to see if there are any discrepancies.
3. The disclosure should then be passed to the **Diocesan Safeguarding Adviser** (DSA) for a risk assessment. The Diocesan Safeguarding Adviser (DSA) is qualified to identify and assess the relevance and circumstances of offences and the risk. The risk assessment may involve interviewing the applicant.
4. If the issues are complex the DSA will seek further advice. In very complex cases the advice of an independent specialist may be required.
5. The DSA will make a recommendation concerning the suitability of the applicant to the person responsible for the appointment in line with the Diocese’s local arrangements. Should the applicant not wish the confidential declaration and / or the criminal record disclosure to be seen, which is entirely his / her choice, the application must **not** proceed further and must be terminated.

GKJ/DSA 04/05/2017

Adapted from the Church of England Practice Guidance : Safe Recruitment July 2016