

Emmanuel Baptist Church **Suitability Policy**

Purpose

This policy has been written to explain how Emmanuel will be fair and lawful in taking account of past convictions/cautions when conducting recruitment and selection procedures of staff. It is a requirement under the Disclosure and Barring Service (DBS) codes of practice

Policy.

1. When recruiting and selecting members of staff (including volunteers), Emmanuel does not regard the fact that an individual has criminal convictions/cautions, whether live or spent, as an automatic bar to working for us.
2. A central tenet of our faith recognises that individuals who truly repent of personal wrongdoing can receive personal forgiveness in their relationship with God.
3. Whilst acknowledging this, we also recognise that a person's past convictions/cautions may have a bearing on their suitability for particular roles in the church (see also point 5 below).
4. We would approach each circumstance as an individual case and seek to act in a fair and transparent way
5. All remunerated posts in the church and the majority of voluntary roles involve direct work with either children or vulnerable adults and are roles where a level of trust is required.
6. DBS checks of paid and voluntary posts are therefore undertaken by a member of the Safeguarding Committee to the appropriate degree required (standard or enhanced) for each role.
7. Emmanuel recognises the Rehabilitation of Offenders Act and that certain convictions/cautions are regarded as legally "spent" after specified periods of time.
8. We do not require applicants to disclose spent convictions as they would be disregarded in our recruitment/selection process. Please note: A DBS check for a particular role will only disclose relevant and not spent convictions.
9. If we considered that a past conviction/caution was a reason why a person should be disqualified from performing a role in the church, we would discuss this in person with them, and seek to be fair in responding to any complaints they may have.

This policy is published on the public website of the church so that it is freely available to all persons