**SCOTTISH EPISCOPAL CHURCH POLICY ON THE RECRUITMENT OF EX OFFENDERS**

The Scottish Episcopal Church complies fully with the Code of Practice, issued by Scottish Ministers, in connection with the use of information provided to registered persons and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants’ suitability for undertaking regulated work. The Church undertakes to treat all applicants for positions fairly and not to discriminate unfairly against the subject on the basis of conviction or other information revealed.

The Scottish Episcopal Church will use a Disclosure Scotland check only where this is considered proportionate and relevant to the particular position or type of regulated work. This will be based on a thorough risk assessment of that position or work. Where a Disclosure check is deemed necessary for a post or position, the Church will endeavour to ensure that all applications forms, job adverts and any other appropriate literature contain a statement that a Disclosure check will be requested in the event of the individual being offered the position.

The Church would normally expect to discuss any matter revealed in a Disclosure check with the subject of that Disclosure check before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily debar a person from working with the Scottish Episcopal Church. This will depend on the nature of the position, together with the circumstances and background of the individual's offences.**

The Church’s written policy on the recruitment of ex-offenders is available upon request to all applicants at the outset of the recruitment process.

*Explanatory Note:-*

*Part V of the Police Act 1997and the Protection of Vulnerable Groups (PVG) Scheme are aimed at helping employers and other organisations assess the suitability of applicants for particular posts and to make safer recruitment decisions in relation to regulated work through proportionate access to criminal record information. The PVG Scheme provides for the issue of criminal conviction and relevant vetting information and this information is provided by Disclosure Scotland.*

*The 1997 Act provides for a Code of Practice to be published by Ministers governing the use of all information issued in respect of Disclosure checks. The Code requires all recipients of such Disclosure information to comply with the Code and to use that information properly and fairly. Where conviction or other information is revealed as part of the Disclosure or PVG process, that information must not be used to unfairly discriminate against individuals when considering them for positions.*

*Employers and others who make use of the PVG Scheme are expected to have a written policy on the recruitment of such individuals, which can be given to applicants for positions where a Disclosure check is requested.*