



**joyfully serving Jesus**

## **Equal Opportunities Statement**

1. The Parochial Church Council (PCC) of Holy Trinity Church, Cuckfield, West Sussex is a Christian body committed to social justice and resolutely opposed to discrimination in society. We are committed to providing services on a fair and equitable basis, regardless of race, ethnicity, religion, lifestyle, sex, sexuality, physical or mental disability, offending background or any other factor. No person requiring services from us will be treated less favourably than any other person on any grounds.
2. In employment we actively seek to recruit with the right mix of talent, skills and potential, promoting equality for all, and welcome applications from a wide range of candidates. We select candidates for interview based on their skills qualifications, experience and commitment to the values and purposes of our body.
3. As an organisation seeking to deliver services within a Christian Context, some posts can only be filled by Christians. These posts are specified in the Recruitment Procedure Guidelines maintained by the PCC Secretary and kept under regular review. The nature of these posts or the context in which they are carried out, and their link to the ethos of the organisation, give rise to a genuine occupational requirement (GOR) for the post-holders to be Christians. All staff in these posts are required to demonstrate a clear personal commitment to the Christian faith. This policy is implemented in accordance with Employment and Race Directives issued by the government and ACAS guidance.
4. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust we undertake to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any person on the basis of a conviction or other information revealed.
5. A Disclosure is only requested if relevant for the position concerned. For these positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a disclosure will be requested in the event of the individual being offered a position.
6. Where a disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent separately and in confidence to the recruiter within the organisation and we guarantee that this information will only be seen by those who need to, as part of the recruitment process.

7. Unless the nature of the position allows questioning about your entire criminal record, we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.
8. We ensure that all those in the organisations who are involved in the recruitment process have been suitably trained to identify and assess the relevance of offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. The Rehabilitation of Offenders Act 1974.
9. At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work.
10. Every person under-going a DBS check will be made aware of the DBS code of Practice and a copy will be made available on request.
11. We undertake to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working with us. This will depend upon the nature of the position and the circumstances and background of your offences.**

Approved by the PCC: 30 April 2018