

Enfield Family Contact Centre

Policy on the Recruitment of Ex-offenders

Enfield Family Contact Centre is accredited with the National Association of Child Contact Centres (NACCC) and is part of Enfield Baptist Church [EBC]. Disclosure and Barring Service (DBS) are carried out by Due Diligence Checking via EBC.

As an organisation using the DBS, via EBC, for enhanced checks for its volunteers, Enfield Family Contact Centre undertakes not to discriminate unfairly against volunteers as a result of disclosure identifying a conviction or other information.

Enfield Family Contact Centre is committed to fair treatment of volunteers and users of its service, regardless of race, gender, religion, sexual orientation, age, physical/mental ability or offending history.

Volunteers will be made aware at the time of completing the application DBS check that :

- A criminal conviction will not automatically prevent them from being accepted as a volunteer.
- They should make the Co-ordinator responsible for DBS checks aware, in confidence, of any criminal conviction at the time of completing the DBS form.
- Any disclosure of a criminal conviction will be treated as strictly confidential by members of the committee.

A decision on whether to accept a volunteer with a criminal conviction – whether revealed by the potential volunteer or through the DBS check – will be based on whether the conviction has any adverse implications for the role of volunteer.

Having a criminal record will not necessarily bar someone from becoming a volunteer with Enfield Family Contact Centre. This will depend on the circumstances and nature of the offence. The decision will be taken following an open and measured discussion of the offence between the potential volunteer and three members of the Committee, usually the Chair, a Co-ordinator and the Volunteer Administrator.

This policy will be reviewed and, if necessary, updated every two years.

Policy implemented: July 2007

Reviewed: Jan 2008, July 2009, July 2010, February 2014

Revised: July 2011, April 2013

Reviewed: February 2014, January 2016, September 2017

Revised: January 2019, January 2020, September 2021

Reviewed: September 2023, October 2025