HO 4.5 Police Checks (CAFOD)

**Police Clearance /Certificate of a good character also known as Criminal Records Check**

This guidance should be read in conjunction with [CAFOD’s Safe Recruitment Policy](http://cafodportal/sites/rec/Recruitment%20Toolkit%20Documents/Safe%20Recruitment%20Policy.docx) in recruitment guidance in the [Recruitment toolkit](http://cafodportal/sites/rec/Pages1/Recruitment_Toolkit.aspx) .

1)Identified Posts Requiring a safeguarding Check

In the near future there will be an established list of safeguarding-vetted posts on SIMBA. In the meantime, Country Offices are discussing which posts require which police checks, with their HR Adviser. For countries which have been given the go ahead to pilot test this process please refer to the list that has been agreed by the Country Reps and HR Adviser.

**When new posts are created**

When a manager is creating a new post, the following steps will ensure the Safeguarding process takes place:

**a)** During the banding discussion with the manager, a discussion should also happen with the HR Adviser about whether this new post is a safeguarding-vetted post. In other words, whether it requires a police check and self-declaration form. If the HRA and Manager are unsure they should seek guidance from one of CAFOD’s two Safeguarding Advisers.

**b)** If the new post requires a new police check and self-declaration form – the manager needs to tick the correct Disclosure level field on SIMBA, when they are creating the post.

**c)** The HR Adviser is responsible for checking that the manager has ‘ticked’ the Disclosure Level correctly, when their alert for the new post comes through on SIMBA.

**d)** This post will then be automatically added to the Safeguarding Posts list on SIMBA. (assuming the manager ticked the box as per point b)

**2) When the manager is making an offer:**

**a)** The manager should tick ‘DBS/Police check’ when completing the formal offer form/SIMBA offer form or change of employment details form.

**b)** The HRST/HRFP should check whether this has been ticked and compare this to the SIMBA safeguarding post list.

**c)** If the manager has ticked ‘DBS/Police Check’ but the post isn’t a safeguarding post on SIMBA, then the HRST/HRFP should raise this with the manager and HR Adviser.

**d)**If the manager has not ticked ‘DBS/Police check’ but on SIMBA, the post is on the safeguarding post list, then the HRST/HRFP should raise this with the manager and HR Adviser.

**e)** In the event where the candidate or current staff are not able to obtain a police clearance then a self-declaration needs to be completed.

**3) Obtaining a Police check for a new candidate/current staff member**

**Police Checks:**

HR focal point will need to include in the offer letter to state that **the offer will be subject to a police clearance**.

Police checks will apply when Safeguarding posts are not based in the UK, or when someone is moving to the UK to start a safeguarding post with CAFOD. The method for obtaining a police check will vary in each country. Some guidance can be found here: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

**Self-Declaration forms:**

**N.B. please check in your country that we are legally allowed to ask the questions on this form**

Candidates and staff members obtaining police checks will also be required to sign a self-declaration form. Staff signing a self-declaration form should return this in a sealed envelope to their safeguarding rep, HR Focal Point or HR Services Officer. If the person receiving this envelope is one of the above they should open it and check for any concerns.

**Once Police Checks and Self-declaration forms have been returned.**

The HR Focal Point or HR Services Officer should take the following approach:

1. **Clear check:** The Police check and self declaration indicates nothing has been found on the individual’s record. The HR Focal Point/Services Officer will confirm the satisfactory outcome to the line manager and the selection process or confirmation of appointment will continue.
2. **Offence specified:** If there is any offence specified within the Self-declaration or Police Check, the HR Focal Point or HR Services officer (UK) should escalate confidentially to their relevant HR Adviser and Safeguarding Adviser.

**4) Renewing Police checks and self-declaration forms after 3 years:**

The same processes above for Police checks and self-declarations, should be followed for each staff (for only roles requiring police checks) every three years. HR Focal Points and HR Service Officers should monitor when these documents need to be renewed.

N.B. please check in your country whether your police checks expire sooner than 3 years or whether you legally need to adopt a different approach.

**5) Keeping Police Checks and self-declaration forms on file:**

These documents should be kept confidentially in a sealed envelope on the person’s paper personnel files for 3 years (until they are renewed).

**FAQs**

**Q - What if I have committed an offense and this is revealed on my police check or self-declaration form?**

A - HAVING A CRIMINAL RECORD WILL NOT NECESSARILY BAR YOU FROM WORKING FOR CAFOD. This will depend on the nature and circumstances of the offence and its relevance to the position. If information such as this comes through, then the HR Focal Point should share this only with the safeguarding adviser, who will take this forward on a case by case basis and decide whether this information needs to be shared with the line manager (in liaison with the staff member). And usually a conversation will take place between the staff member and the safeguarding adviser before any further actions are taken. CAFOD will always seek to listen to the staff member and have a full picture before making any decision.