

ST PETER AND ST PAUL WITH ST MICHAEL AND ALL ANGELS
PAROCHIAL CHURCH COUNCIL
THURSDAY 8 MARCH 2018

POLICY ON THE RECRUITMENT OF EX-OFFENDERS

Diocesan guidance on 'Steps to Safer Recruiting' advises:

'Have a policy statement on the recruitment of ex-offenders. Applicants for paid and volunteer positions must be clear about how they will be treated if they are ex-offenders.'

It is a requirement that all bodies registered with the Disclosure and Barring Service (DBS) must treat applicants who have a criminal record fairly and must not discriminate automatically because of a conviction or other information revealed. Registered bodies are also obliged to have a written policy on the recruitment of ex-offenders; a copy of which can be given to applicants at the outset of the recruitment process.

The Disclosure and Barring Service (DBS) has published a sample policy statement on the recruitment of ex-offenders. What follows is based on that sample.

The PCC is invited to adopt this policy:

- as an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), The Parish of St Peter & St Paul with St Michael & All Angels, Kettering complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly
- The Parish of St Peter & St Paul with St Michael & All Angels, Kettering undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- The Parish of St Peter & St Paul with St Michael & All Angels, Kettering can only ask an individual to provide details of convictions and cautions that The Parish of St Peter & St Paul with St Michael & All Angels, Kettering are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where

appropriate Police Act Regulations as amended)

- The Parish of St Peter & St Paul with St Michael & All Angels, Kettering can only ask an individual about convictions and cautions that are not protected
- The Parish of St Peter & St Paul with St Michael & All Angels, Kettering is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- The Parish of St Peter & St Paul with St Michael & All Angels, Kettering has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- The Parish of St Peter & St Paul with St Michael & All Angels, Kettering actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records
- The Parish of St Peter & St Paul with St Michael & All Angels, Kettering select all candidates for interview based on their skills, qualifications and experience
- an application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

- The Parish of St Peter & St Paul with St Michael & All Angels, Kettering ensures that all those in The Parish of St Peter & St Paul with St Michael & All Angels, Kettering who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- The Parish of St Peter & St Paul with St Michael & All Angels, Kettering also ensures 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
- at interview, or in a separate discussion, The Parish of St Peter & St Paul with St Michael & All Angels, Kettering ensures 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
- The Parish of St Peter & St Paul with St Michael & All Angels, Kettering makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request
- The Parish of St Peter & St Paul with St Michael & All Angels, Kettering undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.