

Parish of St John the Evangelist, Golcar

Policy on the recruitment of ex-offenders

Adopted date:

Review date:

Introduction

The Church of England's practice guidance on Safer Recruitment requires that all parishes have a written policy statement on the recruitment of ex-offenders.

The practice guidance states:

Applicants for paid and volunteer positions must be clear about how they will be treated if they are ex-offenders. This policy is based on a sample statements issued by the Disclosure and Barring Service.

In the following Policy Statement 'we' refers to the PCC of St John the Evangelist Golcar and/or any person to whom it has delegated specified responsibilities or activities.

For the avoidance of doubt 'recruit' and 'recruitment' here apply to both applications for paid and voluntary posts.

- As an organisation assessing applicants' suitability for positions, either paid or voluntary, which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), St John the Evangelist Golcar **complies fully** with the [code of practice](#) and undertake to treat all applicants for positions fairly.
- St John the Evangelist Golcar undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- St John the Evangelist Golcar can only ask an individual to provide details of convictions and cautions that we 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)
- St John the Evangelist Golcar can only ask an individual about convictions and cautions that are not protected
- St John the Evangelist Golcar is committed to the fair treatment of its staff, potential staff, volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background

- This written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- St John the Evangelist Golcar 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
- St John the Evangelist Golcar selects all candidates for interview based on their skills, qualifications and experience
- An application for a criminal record check is only submitted to DBS for those positions where a criminal record check is deemed proportionate and relevant to the position concerned. Job adverts and application forms will make it clear if this applies. An application for a DBS certificate will be submitted in the event of the individual being offered the position
- We ensure that all those at St John the Evangelist Golcar who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. This training may be carried out internally or by a third party
- We 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. This training and guidance may be provided in-house or by a third party
- At interview, or in a 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 appointment to a voluntary role
- St John the Evangelist Golcar 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
- St John the Evangelist Golcar undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment or appointment to a voluntary role