

## **Parish of St. Clement, Oxford**

### **Policy on the Recruitment of Ex-offenders**

The following policy was agreed at the PCC meeting held on 4<sup>th</sup> April 2019.

- 1 We actively promote 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. We select people for interview based on their skills, qualifications and experience.
- 2 Under the provisions of the Criminal Justice and Court Services Act 2000 it is prohibited to employ disqualified people from working in regulated positions.
- 3 However, having a criminal record will not necessarily bar someone from working with us. This will depend on the nature of the position and the circumstances and background of their offences.
- 4 As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions involving working with children and vulnerable adults, the Parish will comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- 5 A DBS Disclosure is only requested for eligible positions with children and vulnerable adults. For those positions where a DBS Disclosure is required, all application forms, job advertisements and recruitment briefs will contain a statement that a DBS Disclosure will be requested in the event of the individual being offered the position.
- 6 Where a DBS Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to complete a Confidential Declaration at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the Appointing Body and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- 7 We have a procedure to deal with complaints relating to DBS Disclosures and the use of DBS Disclosure information.

- 8 We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about and that are not protected.
- 9 For eligible positions involving work with children and vulnerable adults we ask questions about the applicant's entire criminal record on the Confidential Declaration Form, as the Rehabilitation of Offenders Act 1974 provides that for this purpose no convictions are regarded as unspent. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- 10 We ensure that all those who are involved in the recruitment process have been briefed about the need to identify and assess the relevance and circumstances of offences disclosed.
- 11 We also ensure that they know how to obtain appropriate guidance on the relevant legislation relating to the employment of ex-offenders. e.g. the Rehabilitation of Offenders Act 1974.
- 12 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 matters that might be relevant to the position. A risk assessment may be undertaken, when offences are disclosed, which takes into account the circumstances of the offence and the position applied for.
- 13 We undertake to discuss any matter revealed in a DBS Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- 14 It is our policy that no-one who has been convicted or who has accepted a caution for a sexual offence against a child will be permitted to undertake regulated activity or have unsupervised access to children.
- 15 A person convicted of, or who has accepted a caution for, any other offence against a child or vulnerable adult or for whom there are unresolved serious allegations outstanding will only be allowed to undertake regulated activity or have unsupervised access to children or vulnerable adults with the express agreement of the incumbent following consultation with the Diocesan Safeguarding Adviser and the police.
- 16 A person known to be convicted of, or to have accepted a caution for, an offence against a child or vulnerable adult will be subject to an individual agreement defining attendance at worship and other church activities.

17 This policy on the recruitment of ex-offenders can be made available to Disclosure applicants at the outset of the recruitment process on request.

Date: 4<sup>th</sup> April 2019

*Originally adopted by the Diocese 2002. This revision is based on a February 2018 model with additions (8,10 & 11). Reviewed by S & VS for PCC Jan. 2022.*