



## Recruitment of Ex-Offenders Sample Policy

### 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 [code of practice](#) published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies (and clients of registered umbrella bodies) must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed.

The code also obliges such bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process.

To help you meet this requirement the Diocese of Lichfield has produced the following policy statement (based upon the DBS 'sample policy') which can be adapted [where indicated] for this purpose.

### Further information about conviction information

On the 29 May 2013, legislation came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

- employers will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions where they fall into the category above (i.e. they do not appear on a DBS disclosure)
- all cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded
- you can direct applicants to the guidance and criteria which explains the [filtering of old and minor cautions and convictions](#) which are now 'protected' so not subject to disclosure to employers - <https://www.gov.uk/government/collections/dbs-filtering-guidance>

### '[Insert Parish Name] Recruitment of Ex-Offenders Policy'

1. as an organisation which assesses 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),

[insert Parish Name] complies fully with the [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) and undertakes to treat all applicants for positions fairly - <https://www.gov.uk/government/publications/dbs-code-of-practice>

2. [insert Parish Name] undertakes not to discriminate unfairly against any person subject of a criminal record check on the basis of a conviction or other information revealed
3. [insert Parish Name] can only ask an individual to provide details of convictions and cautions that [insert Parish Name] 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)
4. [insert Parish Name] can only ask an individual about convictions and cautions that are not 'protected'
5. [insert Parish Name] is committed to the fair treatment of its staff (paid and voluntary), potential staff/officers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background (subject to points 3,4 and 11).
6. [insert Parish Name] will make this written policy on the recruitment of ex-offenders, available to all applicants at the start of the recruitment process
7. [insert Parish Name] 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
8. [insert Parish Name] select all candidates for interview based on their skills, qualifications and experience (excepting where there is an 'occupational requirement' as laid out under the terms of the Equality Act 2010)
9. an application for a criminal record check is only submitted to DBS after a thorough 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, role/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 considered for the position
10. [insert Parish Name] ensures that those in [insert Parish Name] who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences under the guidance of the Diocesan Safeguarding Team
11. any disclosure of a caution or conviction, whether for a serious violent and/or sexual offence or a conviction resulting in a custodial offence (whether or not suspended), or other intelligence information disclosed, will be referred to the Diocesan Safeguarding Team for an initial assessment and they will consult as appropriate with

the individual responsible for the recruitment process as to whether the disclosure may affect suitability for the role.

12. at interview, or in a separate discussion, [insert Parish Name] 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
13. [insert Parish Name] makes every person 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
14. [insert Parish Name] undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
15. [insert Parish name] will apply this policy to employed/paid and volunteer roles.

End of policy statement

Date of Adoption: .....

Signed: .....

([Full name], [Position])

Next Review Date: .....