



St Andrew's & All Saints

Partnering with God in the flourishing of our communities

Policy on the Recruitment of Ex-Offenders

January 2023 v1

St Andrew's is Registered Charity Number 1128973. All Saints is an Exempted Charity.

The following policy (previously in place) was reviewed and agreed by both Parochial Church Councils (PCCs) meeting held on 26th January 2023.

1. St Andrew's and All Saints use the Disclosure & Barring Service (DBS) to assess applicants' suitability for all positions of trust, including voluntary and employed positions.
2. We fully comply with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
3. This written policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.
4. 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 all candidates based on their skills, qualifications and experience.
5. A Disclosure is only requested after an assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required all procedures, application forms, job adverts, recruitment briefs, etc. will contain a statement that a Disclosure will be requested in the event of an individual being selected for the position.
6. Where a Disclosure is to form part of the recruitment process we encourage all applicants to provide details of their criminal record at an early stage in the application process. We request that this information ('Confidential Self Declaration') is sent under separate, confidential cover to the designated person and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
7. Unless the nature of the position allows the St Andrew's and/or All Saints to ask questions about an entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
8. We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. 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.
9. At interview, or in 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.

10. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. We make every subject of a Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
12. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer to volunteer or be employed by us.