



St. George's Church, Deal

Policy statement on the recruitment of ex-offenders

Introduction:

As part of our commitment to following the Church of England's '*Safer Recruitment and People Management Guidance*,' and best practice, it is important to us at St. George's Church that applicants for both paid and volunteer positions are clear about how they will be treated if they are ex-offenders. Our commitments to such applicants are set out in the policy statement below, taken from the sample statement issued by the Disclosure and Barring Service (DBS).

Policy Statement:

1. 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), St. George's Church, Deal complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.
2. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. We only ask an individual to provide details of convictions and cautions that St. George's Church 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. We only ask an individual about convictions and cautions that are not protected.
5. We are committed to the fair treatment of our staff and volunteers, potential staff and volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
6. Our written policy statement on the recruitment of ex-offenders is made available to all DBS applicants at the start of the recruitment process.
7. St. George's Church 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. We select all candidates for interview based on their skills, qualifications and experience.

9. 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.
10. We ensure that all those in St. George's Church who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
11. 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.
12. At interview, or in a separate discussion, St. George's Church 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. St George's Church 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.
14. St George's Church undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Responding to DBS Disclosures and Information:

The Church of England's practice guidance on Safer Recruitment states clearly that the Diocesan Safeguarding Adviser must be informed when there are disclosures of cautions, convictions, reprimands or police intelligence in order that the relevance of the offences and associated risk are assessed.

4.4 The disclosure will be passed to the Diocesan Safeguarding Advisor for a risk assessment. The Diocesan Safeguarding Advisor is qualified to identify and assess the relevance and of offences and the risk. If the issues are complex he or she will ask for assistance the Local Safeguarding Children or Adults Safeguarding Board. In very complex cases, the advice of an independent specialist may be required. The Diocesan Safeguarding Advisor will make a recommendation concerning the suitability of the applicant to the person responsible for the appointment in line with the diocesan's local arrangements. Should the applicant not wish the confidential declaration and/or the criminal record disclosure to be seen, which is entirely his/her choice, the application must not proceed further and must be terminated.

Ratified: March 2024

Review: March 2026 *(or in light of any changes in legislation or good practice)*.

Signed on behalf of St. George's PCC:	
Print name:	
Date:	

Version	Date	Changed By	Brief description of Change
0.1	22/02/2024	Sue Fotheringham	Drafted and submitted for PCC review and approval