

RECRUITMENT OF EX-OFFENDERS POLICY

All Souls Parish Church Harlesden

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), All Souls Parish Church complies fully with the DBS code of practice policy and undertakes to treat all applicants for positions fairly.
1. All Souls Parish Church undertakes not to discriminate unfairly against any person subject of a criminal record check on the basis of a conviction or other information revealed.
2. All Souls Parish Church can only ask an individual to provide details of convictions and cautions that All Souls Parish 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).
3. All Souls Parish Church can only ask individuals about convictions and cautions that are not 'protected'.
4. All Souls Parish Church 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).
5. All Souls Parish Church will make this written policy on recruiting ex-offenders available to all applicants at the start of the recruitment process.
6. All Souls Parish Church actively promotes equality of opportunity for all with the right mix of talent, skills, and potential. It welcomes applications from various candidates, including those with criminal records.
7. All Souls Parish Church select all interview candidates based on their skills, qualifications and experience (except where there is an 'occupational requirement' as laid out under the terms of the Equality Act 2010).
8. 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 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 if the individual is considered for the position.

9. All Souls Parish Church ensures that those in All Souls Parish Church 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.
10. 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.
11. At the interview or in a separate discussion, All Souls Parish 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 directly relevant to the position sought could lead to withdrawal of an offer of employment.
12. All Souls Parish Church makes every person subject to a criminal record check submitted to DBS aware of the DBS code of practice and makes a copy available on request.
13. All Souls Parish Church undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
14. All Souls Parish Church will apply this policy to employed/paid and volunteer roles.

This Policy was last discussed and approved by the Parochial Church Council (PCC) on 11th September 2024

Signed: *Revd Dr Adam Dobrzynski*