

THE PARISH ⊕ F ST LE ⊕ NARD HYTHE

Recruitment of Ex-Offenders

The Parochial Church Council (PCC) of St Leonard, Hythe

'We aim to be an ever-more welcoming, inclusive, and caring Christian community that reaches out to all, thankful to God who draws us together and gives us life in all its fullness.'

Introduction

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 (Disclosure and Barring Service) 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.

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>

St Leonard's, Hythe, 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, St Leonard's, Hythe, complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly - <https://www.gov.uk/government/publications/dbs-code-of-practice>

2. St Leonard's, Hythe, 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. St Leonard's, Hythe, can only ask an individual to provide details of convictions and cautions that St Leonard's, Hythe, 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. St Leonard's, Hythe, can only ask an individual about convictions and cautions that are not 'protected'
5. St Leonard's, Hythe, 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) and any other protected characteristic
6. St Leonard's, Hythe, will make this written policy on the recruitment of ex-offenders, available to all applicants at the start of a recruitment process
7. St Leonard's, Hythe, 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. St Leonard's, Hythe, selects 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. St Leonard's, Hythe, ensures that those in St Leonard's, Hythe, 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, St Leonard's, Hythe, 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 Leonard's, Hythe, 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. St Leonard's, Hythe, undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
15. St Leonard's, Hythe, will apply this policy to employed/paid and volunteer roles.

Signed: _____

Date: _____