**Note: This is an example policy. If this example is used the PCC must ensure that it is adapted to fit the church context, that local information is inserted and most importantly that the policy is implemented and used.**

**Diocese of Bristol**

**The PCC of the Parish of XXXXXXXXX (the PCC)**

 **Start Date**

# Policy on the recruitment of ex-offenders

* The PCC is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. The PCC actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. It selects all candidates for interview based on their skills, qualifications and experience.
* 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), [Parish Name] undertakes to comply fully with the [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice)[[1]](#footnote-1) and to treat all applicants for positions fairly.
* The PCC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
* The PCC can only ask an individual to provide details of convictions and cautions about which it is legally entitled to know, that is, where a DBS certificate at standard or enhanced level can legally be requested. (i.e. 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)
* The PCC can only ask an individual about convictions and cautions that are not protected.
* This written policy on the recruitment of ex-offenders is made available to all DBS applicants at the start of the recruitment process. The PCC also 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.
* 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.
* The PCC ensures that all those in [Parish Name] who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences; and also 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.
* At interview, or in a separate discussion, the PCC will 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. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
* The PCC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
1. <https://www.gov.uk/government/publications/dbs-code-of-practice> [↑](#footnote-ref-1)