

Recruitment of Ex-Offenders Policy

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), Old Brampton Church PCC complies fully with the DBS Code of Practice¹ and undertakes to treat all applicants for positions fairly.
2. Old Brampton Church PCC 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. Old Brampton Church PCC can only ask an individual to provide details of convictions and cautions that the PCC 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. Old Brampton Church PCC can only ask an individual about convictions and cautions that are not 'protected'.
5. Old Brampton Church PCC 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 dependants, age, physical/mental disability or offending background (subject to points 3,4 and 11).
6. Old Brampton Church PCC will make this written policy on the recruitment of ex-offenders available to all applicants at the start of the recruitment process.
7. Old Brampton Church PCC 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. Old Brampton Church PCC select 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

¹ <https://www.gov.uk/government/publications/dbs-code-of-practice>

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 offered the position.

10. Old Brampton Church PCC ensures that those in the 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.
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, Old Brampton Church PCC 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. Old Brampton Church PCC makes every person subject of a criminal record check submitted to DBS aware of the existence of the DBS Code of Practice ² and makes a copy available on request
14. Old Brampton Church PCC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
15. Old Brampton Church PCC will apply this policy to employed/paid and volunteer roles.

Signed on behalf of the PCC by:

Incumbent

Churchwarden

Date:

Next review due: Sept 2027

^{2 2} <https://www.gov.uk/government/publications/dbs-code-of-practice>