

St Peter's Ex-Offenders Policy Statement

St Peter's Parochial Church Council (PCC) complies fully with the DBS code of practice and undertakes 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 that we are legally entitled to know about and are not entitled to ask an individual about convictions and cautions that are protected.

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 will make this policy on the recruitment of ex-offenders available to all DBS applicants at the start of the recruitment process.

The 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.

The PCC selects all candidates for interview based on their skills, qualifications and experience. 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 will ensure that the relevance and circumstances of offences will be decided by those who have been suitably trained to identify and assess such issues. The PCC will abide by 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, we 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

We will make every subject of a criminal record check submitted to DBS aware of the existence of the criminal record check code of practice and will make a copy available on request.

We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

St Peter's Parish Church Council. September 2022