



All Saints Church Recruitment of Ex-offenders Policy

Purpose

- 1) All Saints Church welcomes applications for both paid and voluntary positions from interested and suitably qualified people, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience. Applications from ex-offenders will be considered on their merit.
- 2) As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for eligible posts, All Saints Church undertakes to treat all applicants for positions fairly and not to discriminate on the basis of conviction or other information revealed. An application for a criminal record check is only submitted to the DBS for relevant roles in accordance with legislation and guidance from central government and the Church of England and it is proportionate and relevant to the position concerned. A disclosure is only requested where DBS eligibility criteria is met.
- 3) All Saints Church is committed to the fair treatment of its staff (paid and voluntary), potential staff/officers or users of its services.

Name Matt Levinsohn

Position: Chair of PCC, Vicar

Signature

A handwritten signature in black ink, appearing to read "M L", written over a horizontal line.

Date:

December 2024

Policy Scope

- 1) All Saints Church will apply this policy to office-holders, employed/paid and volunteer roles.
- 2) All Saints Church follows the requirements of the Church of England's Safer Recruitment and People Management Policy including the requirement to make this policy available to all applicants at the start of the recruitment process.
- 3) This policy statement sits alongside other Church of England policies and practice guidance relating to recruitment/appointment processes and safeguarding.

Disclosure and Barring Service

- 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), the DBF and undertakes to treat all applicants for positions fairly, and to make all those who are subject to a criminal record check aware of this code of practice.
- 2) All Saints Church will only ask an individual to provide details of convictions and cautions that the employer is 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) Unless the nature of the position allows for questions about an entire criminal record to be asked, All Saints Church will only ask an individual about "unspent" convictions and cautions as defined in the Rehabilitation of Offenders Act 1974. Employers of occupational groups and professions which involve contact with/or access to children, young people and vulnerable adults have a legal obligation to ask applicants for details of convictions, irrespective of whether they are spent or unspent, under the Exemptions Order of the Rehabilitation of Offenders Act.

Recruitment Process

- 1) All Saints Church 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).
- 2) Those involved in the recruitment process are required to undertake suitable training, including the Church of England's Safer Recruitment and People Management training.
- 3) An application for a criminal record check is only submitted after a thorough assessment has indicated that this is both proportionate and relevant to the position concerned. This assessment will determine the level of DBS check that is appropriate and whether a Church of England Confidential Declaration Form (CDF) is required.
- 4) For positions where these measures are considered to be necessary, this is made known to applicants at the start of the recruitment process, along with the level of check that will be required. A privacy notice is made available to applicants which explains how their personal data will be used by All Saints Church.

- 5) Access to CDFs and DBS checks will be limited to those whose role requires such access as part of the recruitment and management process. (Incumbent & PSO)
- 6) At interview, or in a separate discussion, All Saints Church ensures that there is an open and measured discussion 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.
- 7) Offers of employment or of voluntary work are conditional based on satisfactory completion of the DBS check, acceptable standing of spent and unspent convictions (where the role involves contact with/or access to children, young people and vulnerable adults) and receipt of satisfactory references. All Saints Church undertakes to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer.
- 8) Known safeguarding risks together with any existing mitigations are expected to be disclosed by those involved in the recruitment process so that they can be considered prior to selection of a candidate.