



[INSERT PARISH/CHURCH LOGO IF AVAILABLE]

**Policy Statement relating to the Recruitment of Ex-Offenders adopted by the
Parochial Church Council (PCC) of [INSERT NAME OF PCC].**

This policy statement was approved by the PCC on [INSERT DATE]

- The PCC has a duty to assess any applicant's suitability for positions,[whether that position be as an employee, trustee, volunteer or other role], which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order. The PCC may use criminal record checks processed through the Disclosure and Barring Service (DBS). The PCC complies fully with the 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 because 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. Where a DBS certificate at either standard or enhanced level can legally be requested, the PCC can only ask an individual about convictions and cautions that are not protected, (by law).
- An application for a criminal record check is only submitted to DBS after an assessment has indicated that one is both proportionate and relevant to the position concerned. This is also referred to as eligibility for DBS checks and eligibility falls within three categories. **The categories are dependent on the position's role or interaction with others; specifically, those who are children, (under the age of 18), or considered vulnerable to abuse or harm.** For those positions where a criminal record check is identified as necessary, 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.
- All volunteers and applicants, who are provided with a conditional offer of employment or contract, will be required to complete a Confidential Declaration

Form as part of their preemployment checks. The Confidential Declaration Form, in broad summary, asks if there is any reason why they should not be working with children and adults experiencing, or at risk of abuse or neglect. Should a volunteer or applicant not wish to complete the Confidential Declaration, which is entirely their choice, the application will not proceed further, and the recruitment process will be terminated.

- Having a criminal record may not necessarily be a bar to working with children or vulnerable adults experiencing, or at risk of abuse or neglect. Any information of concern provided on either a Confidential Declaration Form, or a DBS certificate will be assessed by the Diocesan Safeguarding Casework Team to assess whether an appointment can be made. At interview or in separate discussion it is ensured that a measured approach is taken in relation to matters 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. Where a DBS check reveals convictions that may be relevant, the PCC reserves the right to employ an individual subject to a risk assessment and a risk management plan being put in place. Failure to accept the outcomes of the risk assessment or abide by the risk management plan could result in employment not being offered or the employment being terminated.
- This policy will be reviewed annually at a meeting of the PCC.