

Policy on the Recruitment of Ex Offenders

Adapted from

<https://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders>

- 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), All Saints' Church, Dedworth complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly
- All Saints' Church, Dedworth undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- All Saints' Church, Dedworth will only ask an individual to provide details of convictions and cautions that it is legally entitled to know about ie 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)
- All Saints' Church, Dedworth will only ask an individual about convictions and cautions that are not protected.
- All Saints' Church, Dedworth 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
- All Saints' Church, Dedworth has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
- All Saints' Church, Dedworth 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.
- All Saints' Church, Dedworth 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.
- All Saints' Church, Dedworth ensures that all those who are involved in the recruitment process for roles at the church have been suitably trained to identify and assess the relevance and circumstances of offences.
- All Saints' Church, Dedworth also ensures 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, All Saints' Church, Dedworth 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
- All Saints' Church, Dedworth makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and will make a copy available on request.
- All Saints' Church, Dedworth undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment
- All Saints' Church, Dedworth undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

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Safeguarding Contracts

When someone attending the church is known to have abused children or adults, or a serious allegation has been made of sexual or financial abuse, it is important that their presence in the church community is reported to the DSA and professionally managed. The Church has an important role in contributing to the prevention of future abuse and in these circumstances behaviour management is not so much about monitoring an individual's, behaviour, but also offering them support to lead a fulfilled life.

The Church Safeguarding Team will take guidance from the Diocesan Safeguarding Adviser to supervise the individual concerned and to offer pastoral care. To fulfil our commitment to protect vulnerable groups, a **Safeguarding Contract** will usually be developed to set boundaries for that person, which they will be expected to keep. While it is not possible to prevent a parishioner from attending divine service, unless this is a condition included in a court order or in his/her licence conditions upon release from prison, if they wish to attend any service, as part of the safeguarding arrangement, church wardens may direct them where to sit, put measures in place to closely supervise them (e.g. accompany the individual) and remove them if they cause a disturbance. It is also permissible to refuse them access to any other church activities.

In determining the details of a Safeguarding Contract:

- The Parish Safeguarding Officer and Incumbent will work with Diocesan Safeguarding Adviser.
- An open discussion will be held with the person concerned, in which clear boundaries are established for their involvement in the life of the church. A written contract will be drawn up which identifies appropriate behaviour. The person will be required to sign the contract and will be made aware of sanctions should they not abide by the agreement. It will be monitored and enforced by the Church Safeguarding Team, the Diocesan Safeguarding Adviser and statutory authorities, if they are involved in the case.
- There will be a discussion to decide 'who needs to know' about the nature of an offence and the details of a contract. Members of the Church Safeguarding Team will always be informed.
- The rights of the offender to re-build their life without people knowing the details of their past offence will be balanced against the need to protect children, young people and adults at risk.
- It is the responsibility of the Diocesan Safeguarding Adviser to determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the Diocesan Safeguarding Officer will contact the offender's Specialist Probation Officer who will inform the church of any relevant information or restrictions that they should be aware of.

Care of alleged or known offenders who are themselves vulnerable or at risk

A formal, written contract may be impractical for someone with learning difficulties or lacking basic skills, yet having safeguards in place is still necessary. Our alternative is to arrange a meeting with

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the Safeguarding Team, the DSO and the individual in question, where they can be taken through the main elements of their contract in a way that is easy to understand. Notes would be taken and the individual would need to verbally agree to the requirements laid out in the meeting. Rather than signing a formal 'contract', the individual would instead sign to say that they agree with the minutes or meeting notes, and that they will stick to what has been agreed during the meeting. A sound recording or video clip, of this, kept securely may be appropriate. This procedure would result in the same outcome as a contract, but is a more informal and appropriate approach for an adult at risk. The agreed requirements will need to be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be.

Reviewed by PCC on ...3-5-23.....