

The Parish of Tickhill with Stainton
Safe Church Policy

Parish policy Statement 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), St. Mary's Church with Stainton complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly.
- The Church undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- The Church will 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 (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).
- The Church can only ask an individual about convictions and cautions that are not protected.
- The Church is committed to the fair treatment of its staff including volunteers, potential staff and volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- This policy on the recruitment of ex-offenders is made available to all DBS applicants at the outset of the recruitment process.
- The Church 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.
- 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 any offer of a position is subject to the result of a DBS check.
- The Church will ensure that those involved in the recruitment process 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. The Diocesan Safeguarding Panel will be consulted in cases of difficulty.
- At interview, or in a separate discussion, the Church 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.

- The Church makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request.
- The Church undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
- For positions involving work with children or vulnerable adults a Confidential Self Declaration will also be required. The information will only be seen by those within the Appointing Body and Safeguarding Registry who need to see it as part of the recruitment process. Failure to disclose information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment or voluntary position, and may constitute a criminal offence.
- It is Diocesan Policy that anyone who has been convicted or has accepted a caution for offences against a child and /or vulnerable adult will not be permitted to work, in a paid or voluntary position, which brings them into direct contact with children or vulnerable adults.
- A person for whom there are unresolved allegations outstanding will be referred to the Diocesan Safeguarding Panel and only allowed to work with children / vulnerable adults following a recommendation from the Panel and with the express permission of the Bishop.


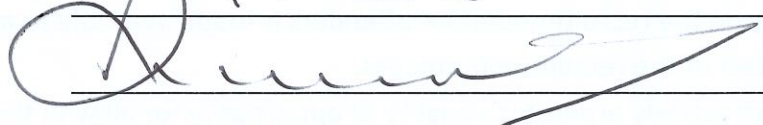
Incumbent

Churchwarden

Churchwarden

Churchwarden

Date



 Jan Nathan
 John Marsden.
 13th March 2023