

Clifton Parish Churches

Policy Statement on the Recruitment of Ex-Offenders




- As an organization assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal records checks processed through the Disclosure and Barring Service (DBS), Clifton Parish Churches comply fully with the DBS code of practice and undertakes to treat all applicants for positions fairly.
- Clifton Parish Churches undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Clifton Parish Churches can only ask an individual to provide details of convictions and cautions that Clifton Parish Churches 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).
- Clifton Parish Churches can only ask an individual about convictions and cautions that are not protected.
- Clifton Parish Churches are 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.
- Clifton Parish Churches have a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
- Clifton Parish Churches actively promotes equality of opportunity for all with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- Clifton Parish Churches select 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.

- Clifton Parish Churches ensures that all those in Clifton Parish Churches who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- Clifton Parish Churches also ensure 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, Clifton Parish Churches 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.
- Clifton Parish Churches 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.
- Clifton Parish Churches undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Policy Review

This policy is adopted and will be reviewed annually usually at the September/October PCC meeting by the PCC of Clifton Parish.

Signed: 

Print Name: Andrew Gready (Incumbent)

Signed: 

Print Name: Andy Goodwin
(Churchwardens)



Steve Purton



Patricia Fowler
(Clifton Moor Church Rep)

Signed: 

Print Name: Cathy Roberts (Safeguarding Representative)

Dated: 08 October 2018

Examples of the types of occupations, posts and activities in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Please be aware that this is not a comprehensive list and merely gives an indication of the general types of employment that are included in the Exceptions Order.

1. Regulated activity with children and other activities which involve working closely with children such as caring for, training, supervising or being solely in charge of children under 18 (including adoption, fostering, day care and childminding)
2. Regulated activity and other activities which involve caring for, training, supervising or being solely in charge of other people in vulnerable circumstances (including social work and advocacy services)
3. Employment in healthcare professions (including medical practitioners, dentists, nurses, midwives, optometrists, registered pharmacists and osteopaths)
4. Employment concerned with national security (including the provision of air traffic services and employment by the UK Atomic Energy Authority)
5. Employment in the legal profession (including barristers, solicitors, legal executives, the Crown Prosecution Service and judicial appointments)
6. Offices and positions in HM Courts and Tribunals Service and the Judicial Office (including Justices' and sheriff's, court and tribunal security officers and contractors with unsupervised access to court-houses, tribunal buildings, offices and other accommodation used in relation to the court or tribunal)
7. Employment in law enforcement (including police constables and cadets, the naval, military and air force police, traffic wardens and employment in the Serious Fraud Office (SFO) and the Serious Organised Crime Agency (SOCA))
8. Offices responsible for the enforcement of warrants and writs (including Court officers who execute county court warrants, High Court enforcement officers, sheriffs and Civilian enforcement officers)
9. Employment in the Prison and Probation Services (including prison and probation officers, members of boards of visitors etc.)
10. Employment in the financial sector (including chartered and certified accountants, actuaries and all positions for which the Financial Conduct Authority or the competent authority for listings are entitled to ask exempted questions to fulfil their obligations under the Financial Services and Markets Act 2000)

11. For licensing purposes (including the National Lottery, gambling, firearms and drugs licensing purposes, Security Industry Authority licences, and licensing hackney carriages or private hire vehicle drivers)