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CLAY HILL

**PCC of St John & St Luke, Clay Hill**

**Registered Charity number 1151418**

**Policy on the Appointment of Ex-Offenders**

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<b>Signed by:</b> 	

This document sets out the policy of the Parochial Church Council of the Parish of St John and St Luke, Clay Hill, (PCC) regarding the selection and appointment of ex-offenders to both paid and voluntary roles within the Parish

1. 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), the PCC complies fully with the Revised Code of Practice for DBS Registered Persons and undertakes to treat all applicants for positions fairly.
2. The PCC's Policy on the Appointment of Ex-Offenders is made available to all DBS applicants at the start of the recruitment process.
3. The PCC makes every subject of a criminal record check submitted to DBS aware of the existence of the Revised Code of Practice for DBS Registered Persons makes a copy available on request.

## Clay Hill Policy on the Appointment of Ex-Offenders

4. An application for a criminal record check is only submitted to DBS based on the Diocese of London's guidelines for which roles in a parish require such a check to be made. The Diocese of London's guidelines can be viewed on:  
<https://www.london.anglican.org/church-and-parish-support/safeguarding/dbs-checks>
5. The PCC can only ask an individual to provide details of convictions and cautions that the PCC 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 PCC can only ask an individual about convictions and cautions that are not protected.
6. At interview, or in a separate discussion, the PCC 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 or appointment to a voluntary role within the parish.
7. The PCC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
8. The PCC 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.
9. The PCC select all candidates for interview based on their skills, qualifications and experience.
10. The PCC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
11. The PCC 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.
12. The PCC ensures that all those in the PCC who are involved in the recruitment process obtain the appropriate advice from the Diocese of London Safeguarding Team to identify and assess the relevance and circumstances of offences.
13. The PCC ensures that all those in the PCC who are involved in the recruitment process have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, for example the Rehabilitation of Offenders Act 1974.