



St Mary's
WEST HORSLEY

Recruitment of Ex-Offenders Policy

Introduction

The church is committed to equality of opportunity in employment. It also seeks to embody Biblical teaching on forgiveness and recognises that the employment of ex-offenders is a positive, helpful and necessary practice to support rehabilitation, reintegration into society and the restoration of relationships and quality of life. This policy outlines our approach to the recruitment of ex-offenders and should be made available to all potential recruits at the start of the recruitment process.

This policy statement applies to all recruitment and selection processes where the PCC is the employer or recruiter, whether salaried employed posts or volunteers.

It applies to all roles where the Church of England's

<https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safeguarding-recognised-religious-communities/section-32-safer-recruitment-and-people-management> indicates that an enhanced or enhanced plus DBS check is required.

Candidates are assessed on their skills, experience and qualifications for all job or volunteer roles and criminal convictions will not be relied on as immediate grounds for refusal of acceptance. Candidates will be required to disclose "unspent" convictions during the application and/or interview process. The Church's recruitment processes should provide for this disclosure being obtained either in the use of a standard question on the application form, as a verbal question in the interview and where appropriate through a DBS check. If the nature of the offence is relevant to the role they are applying for, the suitability of the candidate will be considered. In these circumstances, the Church reserves the right to refuse to offer employment to the candidate or acceptance as a volunteer.

Information relating to "spent" or "protected" convictions will not be required to be disclosed by the candidate, unless the job role is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

Recruitment Process

Applicants will be made aware of any positions where a criminal records check (from the Disclosure and Barring Service) is required. A statement that a criminal record check is required if the candidate is offered the position will be included in any application forms, job advertisements and recruitment documents. An Enhanced DBS check will be required where the candidate is applying for a role involving activities with children or vulnerable adults.

Where a criminal records check is part of the recruitment process, all candidates who are successfully invited to an interview should be encouraged to present information regarding any convictions they have at an early stage. They will be advised of the designated person within the Church to whom they should provide this information and informed that this will be kept confidential and only disclosed to those who require the information as part of the recruitment process.



Any disclosure of an offence will lead to a full discussion with the candidate regarding the relevance of the conviction to the job role before a decision is made about withdrawal of an offer of employment. A failure by the candidate to produce information about convictions relevant to the

role could lead to the Church withdrawing an offer of employment. Where the criminal record information reveals details of an offence, the relevance to the job in question should be fully discussed with the applicant before withdrawing an offer of employment. Before withdrawing an offer, the Church's recruiting team should be consulted, as well as the Church's Safeguarding Officer.

In order to assess whether a criminal record is relevant to the role, the convictions disclosed should be assessed in line with the duties of the role and how the work is carried out. Factors to take into account include, but are not limited to:

- whether the offence is relevant to the position in question
- the seriousness of any offence
- the type of offence or offences the applicant committed
- the circumstances and the explanation offered by the applicant
- the length of time that has passed since the offence took place
- whether the applicant's circumstances have changed since the offending took place.

Criminal Records Checks (DBS)

The Church will request a criminal record check, obtained through the Disclosure and Barring Service, where this is proportionate and relevant to the position concerned, as identified by a thorough risk assessment. Any Church recruitment policies and processes will be in line with Safer Recruitment practice, where appropriate. Checks will be carried out in accordance with the relevant regulations (for example for occupations or activities covered by the ROA 1974 (Exceptions) Order 1975 and the Police Act 1997 (Criminal Records) Regulations).

The Church will not unlawfully discriminate against any candidate where they are required to provide information about their criminal convictions. The Church will provide appropriate guidance and training to all individuals that are involved in recruiting ex-offenders. This will involve making the personnel aware of this policy and providing guidance on the purpose and substance of the Rehabilitation of Offenders Act 1974. <https://www.legislation.gov.uk/ukpga/1974/53>

Data Protection

The Disclosure and Barring Service code of practice <https://www.gov.uk/government/publications/dbs-code-of-practice> and codes of practice will be complied with during this process.

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR). The provisions of the Data Protection Act 2018 will be fully complied with when carrying out this process.

THIS POLICY WAS APPROVED BY ST MARY'S PCC ON : 7th May 2026

TO BE REVIEWED : May 2027