

The Parish of Wath with Brampton Bierlow Parochial Church Council

accept in full the contents of

The Church of England's Policy

Statement on the Recruitment of ex-offenders

The Parish of Wath with Brampton Bierlow Recruitment of Ex-Offenders Policy Statement

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), Wath and Brampton Bierlow Parish Council complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

Policy Statement

- 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.
- The PCC can only ask an individual to provide details of convictions and cautions that they 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, i.e. spent convictions.
- 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.
- The PCC written policy on the recruitment of ex-offenders is made available to all DBS applicants at the start of the recruitment process.
- The PCC 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.
- The PCC 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.

- The PCC ensures that all those in the Parish of Wath with Brampton Bierlow, who are involved in the recruitment process, have been suitably trained to identify and assess the relevance and circumstances of offences. This includes appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, for example: The Rehabilitation of Offenders Act, 1974.
- The PCC at interview, or in a separate discussion, 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.
- The PCC 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 PCC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position, before withdrawing a conditional offer of employment.

Further Guidance Can be found at [DBS filtering guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/dbs-filtering-guidance) regarding the filtering of old and minor cautions which are now `protected` and thus not subject to disclosure to employers.

The DBS Code of Practice is available via the government website at:
<https://www.gov.uk/government/publications/dbs-code-of-practice>

Signed on behalf of the PCC by Rev. Charles Burton

Date: 20/05/2025

Next Review: 30 May 2026