

The following policy was agreed by the Parochial Church Council (PCC) on 29 July 2025.

Recruitment of Ex-Offenders Policy

as recommended by Diocese of Oxford

For use by the Parochial Church Council (hereafter referred to 'The PCC') of the Parish of St Peter & St Paul, Great Missenden, with Ballinger and Little Hampden.

- 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 DBS code of practice* and undertakes to treat all applicants for positions fairly
- 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 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
- 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 dependents, age, physical/mental disability or offending background
- This written policy on the recruitment of ex-offenders, adopted by The PCC, 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 welcome applications from a wide range of candidates, including those with criminal records
- The PCC 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

- The PCC will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- The PCC will 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, 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
- The PCC makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS 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.

* The DBS code of practice can be found on www.gov.uk website; enter 'DBS Code of Practice' into your browser.