

## Parish of Hazlemere: Recruitment of Ex-Offenders Policy

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Effective from: 24 May 2021

### 1. PURPOSE

- 1.1. This policy outlines the framework within which Hazlemere Church would recruit ex-offenders who apply for paid or voluntary posts within the church

### 2. SCOPE

- 2.1. This policy is applicable to all prospective applicants to paid or volunteer roles in the church and any known offenders within Hazlemere Church

### 3. POLICY STATEMENT

- 3.1. As an organisation using the DBS Disclosure service to assess applicants' suitability for positions involving working with children and vulnerable adults, Hazlemere Church complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- 3.2. Hazlemere Church is committed to the fair treatment of its staff, potential staff, volunteers and users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental disability, or offending background.
- 3.3. This policy on the recruitment of ex-offenders can be made available to all Disclosure applicants at the outset of the recruitment process.
- 3.4. We actively promote 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. In selecting people, we

assess their skills, qualifications, and experience.

- 3.5. Having a criminal record will not necessarily bar someone from working with us. This will depend on the nature of the position and the circumstances and background to any offences.
- 3.6. For those positions where a DBS Disclosure is required, all application forms, job advertisements and recruitment briefs will contain a statement that a DBS Disclosure will be requested in the event of the individual being offered the position.
- 3.7. Where a DBS Disclosure is to form part of the recruitment process, we will encourage all applicants called for interview to complete a Confidential Declaration Form at an early stage in the application process. We will request that this information is sent under separate, confidential cover, to a designated person within the Appointing Body and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- 3.8. For eligible positions involving work with children and vulnerable adults we will ask questions about the applicant's entire criminal record on the Confidential Declaration Form, as the Rehabilitation of Offenders Act 1974 provides that for this purpose no convictions are regarded as unspent. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- 3.9. We will adhere to the provisions of the Criminal Justice and Court Services Act 2000 which state that it is prohibited for us to employ any disqualified people from working in regulated positions.
- 3.10. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. A risk assessment may be undertaken, when offences are disclosed, which takes into account the circumstances of the offence and the position applied for.
- 3.11. We undertake to discuss any matter revealed in a DBS Disclosure with the person seeking the position before withdrawing a conditional offer of

employment.

- 3.12. We have a procedure to deal with complaints relating to DBS Disclosures and the use of DBS Disclosure information.
- 3.13. It is our policy that no-one who has been convicted or who has accepted a caution for a sexual offence against a child will be permitted to undertake regulated activity or have unsupervised access to children.
- 3.14. A person convicted of, or who has accepted a caution for, any other offence against a child or vulnerable adult or for whom there are unresolved serious allegations outstanding will only be allowed to undertake regulated activity or have unsupervised access to children or vulnerable adults with the express agreement of the incumbent following consultation with the Diocesan Safeguarding Adviser and the police, and where a risk assessment has been put in place with agreement from both the incumbent and the applicant.
- 3.15. A person known to be convicted of, or to have accepted a caution for, an offence against a child or vulnerable adult will be subject to an individual agreement defining attendance at worship and other church activities.

#### **4. ROLES AND RESPONSIBILITIES**

- 4.1. Those involved in recruitment of staff and volunteers at Hazlemere Church, specifically the DBS Administrator, Operations Manager and those involved in the shortlisting and interviewing of candidates.

#### **5. COMMUNICATION, AWARENESS AND IMPLEMENTATION OF THE POLICY**

- 5.1. All staff involved in the recruitment of staff and volunteers should be made aware of the policy and ensure that it is followed.

#### **6. MONITORING AND REVIEW**

- 6.1. The Safeguarding Subcommittee is responsible for monitoring and reviewing this policy.

**Frequency of Review:** 3 yearly

**PCC Lead / Champion:** Parish Safeguarding Representative (Hannah Wuermli)

**PCC Nominated Subgroup:** Safeguarding Subcommittee

**Lead Manager (member of staff):** Alison Tuddenham

**Authors:** Hannah Wuermli and Alison Tuddenham

**Next review date:** See Policy Control Spreadsheet

**Failure to adhere this policy may result in disciplinary action being taken.**

**Signed:** 

**Date:** 25/11/21