

## **The Parish of Nursling and Rownhams Policy Statement on the Recruitment of Ex-Offenders**

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 Parish of Nursling and Rownhams complies fully with the [DBS code of practice](#) and undertakes to treat all applicants for positions fairly.
2. Every subject of a criminal record check submitted to DBS will be informed of the existence of the [code of practice](#) and of this policy statement on the recruitment of ex-offenders.
3. The Parish undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
4. The Parish will only ask an individual to provide details of convictions and cautions that it is 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 Parish will only ask an individual about convictions and cautions that are not protected.
5. The Parish is committed to the fair treatment of its staff and volunteers, potential staff and volunteers, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
6. The Parish 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. All candidates are selected for interview based on their skills, qualifications and experience.
7. A DBS Disclosure is only requested for eligible positions with children and vulnerable adults. For those positions where a DBS Disclosure is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS check will be submitted in the event of the individual being offered the position.
8. In the event of a DBS Disclosure revealing any previous offences, the Parish undertakes to seek further advice from the Diocesan Safeguarding Adviser with respect to the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
9. At interview, or in a separate discussion, The Parish 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 voluntary position.

10. The Parish undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment or voluntary position.
11. It is the policy of the Diocese of Winchester and therefore of this Parish that anyone who has been convicted or has accepted a caution for offences against a child and / or vulnerable adult will not be permitted to work in a paid or voluntary position which brings them into direct contact with children or vulnerable adults.
12. A person for whom there are unresolved allegations outstanding will be referred to the Diocesan Safeguarding Casework Panel and only allowed to work with children / vulnerable adults following a recommendation from the Panel and with the express permission of the Bishop.

Approved by PCC meeting of:            9 September 2022    **(Date)**

Signed by:    **PCC Chair**                    Rev Graeme Dixon

9 September 2022    **(Date)**

**Parish Safeguarding Officer**            Gillian McKay

**15 October 2022**