

The Parish Church of St Mark, Broomhill and Broomhall

Policy Statement on the Recruitment of Ex-Offenders

Approved by the Parochial Church Council on 23rd September 2020

This written policy on the recruitment of ex-offenders will be made available to all DBS applicants at the outset of the recruitment process.

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), St Mark's PCC complies fully with the DBS Code of Practice¹ and undertakes to treat all applicants for positions fairly. St Mark's PCC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

St Mark's PCC can only ask an individual to provide details of convictions and cautions that St Mark's 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), St Mark's PCC can only ask an individual about convictions and cautions that are not protected.

St Mark's 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.

St Mark's 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. St Mark's 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.

St Mark's PCC ensures that those in the church who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. St Mark's PCC will also ensure that they have received

¹<https://www.gov.uk/government/publications/dbs-code-of-practice>
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, St Mark's PCC will ensure 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.

St Mark's PCC will make every subject of a criminal record check submitted to DBS aware of the existence of the DBS Code of Practice and will make a copy available on request.

St Mark's PCC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Signed on behalf of the PCC by:



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.....Incumbent



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... Churchwarden

.....23/09/2020..... Date

Review Date: September 2021

St Mark's Safeguarding Team

Clergy Lead : Sue Hammersley, Vicar

Parish Safeguarding Officer: Duncan Lennox

Safeguarding Administrator /DBS Lead Recruiter: Sarah Jenkins

Assistant DBS recruiter: Hannah Jones

Domestic Abuse Officer: Jane Padget

Diocesan Safeguarding Team

Diocesan Safeguarding Adviser: Linda Langthorne (07871 796682)

Safeguarding Adviser: Sian Checkley (07741 013775).

Both work 4 days per week - alternate Mondays and Fridays are non-working days.

Archdeacon of Sheffield and Rotherham: Ven. Malcolm Chamberlain (07740 198806)