



**PARISH POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS
(As recommended by the Diocese of Bath & Wells)**

- 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), Keynsham parish complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly.
- Keynsham parish undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Keynsham parish will only ask an individual to provide details of convictions and cautions that we 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), Keynsham parish will only ask an individual about convictions and cautions that are not protected.
- Keynsham parish 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.
- Keynsham parish 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. Keynsham parish selects all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to the DBS after a 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, the application pack or job description will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- All volunteers and applicants, who are provided with a conditional offer of employment, will be required to complete a Confidential Declaration Form as part of their pre-employment checks. The Confidential Declaration Form, in broad summary, asks if there is any reason why they should not be working with children and adults experiencing, or at risk of abuse or neglect. Should a volunteer or applicant not wish to complete the Confidential Declaration, which is entirely his/her choice, the application will not proceed further and will be terminated.
- Having a criminal record may not necessarily be a bar to working with children or adults experiencing, or at risk of abuse or neglect. Any information provided on either a Confidential Declaration Form or a DBS certificate will be assessed by the Diocesan Safeguarding Adviser to assess whether an appointment can be made.

- Keynsham parish ensures that those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences **or** are aware of whom to seek guidance from which will normally be the Diocesan Safeguarding Adviser.
- At interview, or in a separate discussion, Keynsham parish in consultation with the Diocese of Bath & Wells 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.

Also Keynsham parish in consultation with the Diocese of Bath & Wells undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment. Where a DBS check reveals convictions that may be relevant, the Diocese reserves the right to employ an individual subject to a risk assessment and a risk management plan being put in place. Failure to accept the outcomes of the risk assessment or abide by the risk management plan could result in employment not being offered or the employment being terminated.

Approved by PCC September 2021
Review date September 2024