The Parish of Woolstone with Gotherington and Oxenton

The Recruitment of Ex-Offenders Policy Statement

The Parish of Woolstone with Gotherington and Oxenton seeks to be inclusive and welcoming to all.

As an organisation using the Disclosure & Barring Service (DBS), including the DBS Update Service and associated registered bodies, to assess applicants’ suitability for eligible posts, WGO undertakes to treat all applicants for positions fairly and not to discriminate on the basis of conviction or other information revealed. We follow:

* legislation outlined in the Rehabilitation of Offenders Act 1974
* the requirements of the Church of England’s Safer Recruitment and People Management Guidance
* the DBS Code of Practice when handling disclosure information, including that obtained from the DBS Update Service (all registered bodies are also required to comply with this).

A disclosure is only requested where DBS eligibility criteria are met. For those positions where a disclosure is required, the level of check will be made explicit to the potential volunteer. Voluntary work can only proceed on satisfactory completion of the check. Where a DBS check forms part of the recruitment process, a Church of England Confidential Declaration form (CDF) must be completed, and CDFs will only be viewed by those who need to see it as part of the recruitment and selection process, including the Diocesan Safeguarding Advisers who will assess any information disclosed.

Policy on the Recruitment of Ex-Offenders 2024

Unless the nature of the position allows for questions about an entire criminal record to be asked, we will only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.

All involved in recruitment are sign-posted to suitable training, including the Church of England Safer Recruitment module and DBS-specific training for those requiring it, including guidance in the relevant legislation, e.g. the Rehabilitation of Offenders Act 1974.

We 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 could lead to withdrawal of the offer of a voluntary role.

In the case that disclosure information is received, the Diocesan Safeguarding Advisers will be informed so information contained can be assessed, although this is not necessarily a barrier to the person undertaking the post applied for.

We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing the offer of a voluntary role.

This policy sits alongside other Church of England policies and practice guidance relating to recruitment processes and safeguarding.

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