

Fair Recruitment of Ex Offenders Policy

St. Christopher's Church, Brislington

- 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. Christopher's Brislington complies fully with the [code of practice](#)¹ and undertakes to treat all applicants for positions fairly.
- St. Christopher's Brislington undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- St. Christopher's Brislington can only ask an individual to provide details of convictions and cautions that St. Christopher's Brislington 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. Christopher's Brislington can only ask an individual about convictions and cautions that are not protected.
- St. Christopher's Brislington 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. Christopher's Brislington has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
- St. Christopher's Brislington 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. Christopher's Brislington 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. Christopher's Brislington ensures that all those in St. Christopher's Brislington who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- St. Christopher's Brislington also ensures that they have received 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. Christopher's Brislington 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.

¹ <https://www.gov.uk/government/publications/dbs-code-of-practice>

- St. Christopher's Brislington makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.
- St. Christopher's Brislington undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Version	Reason for Change	Reviewer	Date
1.0	Policy Proposed as per Diocese requirement for use of EBulk Service.	Jon Cave-Ayland	22/7/14
1.1	Draft updated to reflect v.2 of the Diocesan Recruitment of Ex-Offenders Policy: Update of filtering guidance link, and referencing existence of the existence of QA and appeals processes within the Diocese.	Jon Cave-Ayland	October 2015
2.0	Final Policy approved at PLT on 7/12/15.	Jon Cave-Ayland	Dec 2015
2.1	Draft updated to reflect Bristol Diocese template, changes from Diocesan Safeguarding Advisor (DSA) to Diocesan Safeguarding Team (DST)	Jon Cave-Ayland	Oct 2018
3.0	Reviewed against Diocesan Recruitment of Ex Offenders Policy: no changes made.	Jon Cave-Ayland	07/01/2021
4.0	Policy has been simplified in line with Diocesan policy template.	Jon Cave-Ayland	24/1/2022
5.0	Policy reviewed. No changes made to Diocesan template nor this policy.	Jon Cave-Ayland	16/1/2023
6.0	Policy reviewed. No changes made to Diocesan template nor this policy.	Jon Cave-Ayland	29/1/2024
7.0	Policy reviewed. No changes made to Diocesan template nor this policy.	Jon Cave-Ayland	20/1/2025