

## **St Luke's Church Parkstone**

### **Recruitment of Ex-offenders Policy**

#### **1. This Policy and its Purpose**

1.1 The Church of England is for everyone and it is a priority for us to reflect the diversity of the community the Church serves across the whole diocese. We welcome all applications from interested and suitably qualified people, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience taking account of any 'occupational requirement' as defined by the Equality Act 2010.

1.2 We use the Disclosure & Barring Service (DBS), including the DBS Update Service, to assess applicants' suitability for eligible posts and undertake to treat all applicants for positions fairly and not to discriminate on the basis of conviction or other information revealed.

#### **1.3 We follow:**

- the legislation outlined in the Rehabilitation of Offenders Act 1974
- the requirements of the Church of England's Safer Recruitment and People Management Guidance
- and 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).

#### **2. The Process**

2.1 A disclosure will only be required where DBS eligibility criteria are met and where disclosure is required, the level of check will be stated in the job advertisement. Each position will be assessed to decide whether a DBS check is necessary.

2.2 Where disclosure is required, offers depend upon the satisfactory completion of the DBS check.

2.3 Where a DBS check forms part of the recruitment process, a Church of England Confidential Declaration form (CDF) must be completed, and this should be referenced in all recruitment documentation from the outset.

A CDF 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. A privacy notice specific to the Confidential Declaration form is available Church of England's Confidential Declaration form:

<https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-5-confidential-declarations>

#### **3. The Recruitment of Ex-Offenders**

3.1 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.

3.2 Staff involved in recruitment will be suitably trained, and this will include the Church of England Safer Recruitment module and DBS-specific training for those requiring it.

3.3 If conviction(s) are disclosed, the Diocesan Safeguarding Advisers will be informed so that the information can be assessed. This is not necessarily a barrier to the person being employed in the post applied for which they have applied.

3.4 We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of paid or voluntary employment.

3.5 We will ensure that an open and measured discussion takes place on the subject of any disclosed offences that might be relevant to the position.

#### 4. What Happens if the Applicant fails to Reveal Information?

4.1 Failure to reveal information that is directly relevant could lead to the withdrawal of the offer of a position.

4.2 Copies of documents referred to in this policy are available on request, and this policy sits alongside other Church of England policies and practice guidance relating to recruitment processes and safeguarding.

4.3 St Luke’s Church Parkstone makes every person subject to a DBS check through DBS aware of the existence of the DBS code of practice and makes a copy available on request.

4.4 St Luke’s Church Parkstone will make this written policy on the recruitment of ex-offenders available to all applicants at the start of the recruitment process.

5. St Luke’s Church Parkstone will apply this policy to employed/paid and volunteer roles.

6. This policy was adopted by the PCC on: 26<sup>th</sup> November 2025

To be reviewed: 26<sup>th</sup> November 2027