



## **St Peter's Wolvercote and All Saints Wytham Recruitment of ex-offenders Policy**

The Recruitment of ex-offenders policy for St Peter's Wolvercote and All Saints' Wytham was considered by their Parochial Church Councils (PCC) and adopted on 15 March and 6 March 2022, respectively.

The Parishes will:

1. Use the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions involving working with children and vulnerable adults; comply fully with the DBS Code of Practice<sup>1</sup>; and undertakes to treat all applicants fairly and not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
  2. Commit to the fair treatment of its staff, potential staff, volunteers and users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental disability, or offending background.
  3. Ensure the DBS Code of Practice will be made available to all Disclosure applicants at the outset of the recruitment process.
  4. Actively promote 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. In selecting people, we assess their skills, qualifications and experience.
  5. Ensure a DBS disclosure is only requested for eligible positions with children and vulnerable adults. For those positions where a DBS is required all the application forms, advertisements and recruitment briefs will contain a statement that a positive DBS assessment is required prior to a formal employment offer.
  6. Ensure that where a valid DBS Certification Disclosure is a necessary role qualification, applicants will be asked to complete a Confidential Declaration (CD) Form<sup>2</sup> prior to short-listing. The Parish DBS Lead will send an electronic Confidential Declaration (CD) form to the volunteer. The CD must be completed and returned to the Parish DBS Lead before a DBS is applied for.
  7. The Churches' PCCs guarantee that this information will only be seen by those who need to see it as part of the recruitment process. The Parish DBS Lead Verifier for St Peter's Wolvercote and All Saints' Wytham is Revd Joanna Coney.
  8. Where an eligible position involving work with children and vulnerable adults is open for recruitment, questions about the applicant's entire criminal record will be asked on the Confidential Declaration Form, because the Rehabilitation of Offenders Act 1974 provides that, for this purpose, no convictions are regarded as unspent. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
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9. Under the provisions of the Criminal Justice and Court Services Act 2000 it is prohibited to employ disqualified people from working in regulated positions.
10. At interview, or in a separate discussion, the Parish Safeguarding Officer will ensure that an open and measured discussion takes place about any offences or other matters that might be relevant to the position. A risk assessment may be undertaken, when offences are disclosed, which considers the circumstances of the offence and the position applied for.
11. The Parish Safeguarding Officer undertakes to discuss any matter revealed in a DBS Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

### Appeal procedure

Complaints or concerns relating to DBS Disclosures and the use of DBS Disclosure information may be addressed to Revd Joanna Coney, the Parish DBS Verifier. If the issue cannot be resolved at this level, it may be discussed with the Incumbent, the Parish Safeguarding Officer or the Diocesan Safeguarding Adviser, as appropriate

- 1 Having a criminal record will not necessarily bar someone from working with us. This will depend on the nature of the position and the circumstances and background of the offences.
- 2 It is our policy that no-one who has been convicted or who has accepted a caution for a sexual offence against a child will be permitted to undertake regulated activity or have unsupervised access to children.
- 3 A person convicted of, or who has accepted a caution for, any other offence against a child or vulnerable adult, or for whom there are unresolved serious allegations outstanding, will only be allowed to undertake regulated activity or have unsupervised access to children or vulnerable adults with the express agreement of the incumbent following consultation with the Diocesan Safeguarding Adviser and the police.
- 4 A person known to be convicted of, or to have accepted a caution for, an offence against a child or vulnerable adult will be subject to an individual agreement defining attendance at worship and other church activities.

### References

DBS Code of Practice

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/4\\_74742/Code of Practice for Disclosure and Barring Service Nov 15.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/4_74742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf)

Approved 19 April 2022

Date of next revision: March 2025