

Horsted Keynes Parochial Church Council

St. Giles Church

Recruitment of Ex-Offenders Policy

(v 0.1)

DOCUMENT INFORMATION

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Distribution		

VERSION HISTORY

Version Number	Date	Details of Changes included in Update	Author(s)
0.1	14-09-2013	Draft document	David Colville

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1. As an organisation using the Disclosure and Barring Service (DBS) to assess the suitability of volunteers for positions of trust working with children and vulnerable adults, Horsted Keynes Parochial Church Council (HKPCC) complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed. If the review of the Disclosure renders that applicant ineligible or unsuitable to work with vulnerable persons, then their application for a role within HKPCC may be withdrawn.
 2. We are committed to equality of opportunity, to following practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant for membership is subject to less favourable treatment on the grounds of gender, marital status, race colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability, or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.
 3. We have a written policy on the recruitment of ex-offenders, contained within this policy statement, which will be made available to all Disclosure applicants at the outset of the process.
 4. HKPCC actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records.
 5. Although HKPCC has a Code of Good Practice contained within its Safeguarding Children & Vulnerable Persons Policy, DBS Disclosure is required for all volunteers and Parishioners involved in a 'regulated activity'.
 6. In line with the Rehabilitation of Offenders Act 1974, disclosure will not automatically debar you from working as a volunteer with HKPCC. Instead, should Enhanced Disclosure reveal Convictions, Cautions, Reprimands or Final warnings which may render that applicant ineligible or unsuitable to work with vulnerable persons, then the individual case will be reviewed by a committee within the Diocese under the chairmanship of the Bishop of Chichester who will be given access to the specific Disclosure but without access to the name of the person. The outcome of that review will be communicated to the applicant by the Parish Safeguarding Co-ordinator.

7. We ensure that all those in HKPCC who are involved in the interpretation of the Safeguarding Children & Vulnerable Persons Policy and DBS process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974).

8. We undertake to make every subject of a Disclosure aware of the existence of the DBS Code of Practice and to make a copy available on request.

9. **HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH CHILDREN AND VULNERABLE ADULTS. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.**