



The Parish of St Augustine of Canterbury

Recruitment of ex-offenders Policy

Dated:	March 2024
Policy agreed by PCC:	19 March 2024
Next Review Date	March 2025

This policy on the recruitment of ex-offenders will be made available to all DBS applicants at the start of the recruitment process or in the course of service.

- St. Augustine's, being an organisation that assesses 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), complies fully and undertakes to treat every person in accordance with the [code of practice](#).
- St Augustine's undertakes to treat fairly any subject of a criminal record check irrespective of one's conviction or other information revealed.
- St. Augustine's can only ask an individual to provide details of convictions and cautions that St. Augustine's 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. Augustine's can only ask an individual about convictions and cautions that are not protected.
- St. Augustine's is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, age, physical/mental disability or offending background.
- St. Augustine's 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. Augustine's will select candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check will only be submitted to DBS in line with the safeguarding policy and if the role applied FOR requires DBS check.
- 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. Augustine's will refer a DBS that contains information to the Diocesan Safeguarding Team who have been suitably trained to identify and assess the relevance and circumstances of offences.





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- St. Augustine's will ensure that its officers 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. Augustine's will ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position.
- Failure by the candidate to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- St. Augustine's will make 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. Augustine's will undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

