

Recruitment of Ex-Offenders Policy

All Saints Grayswood

Version	1
Approved Date:	23/9/2026
Next Review:	September 2027
Approved By:	PCC

AMENDMENTS

Date	Section	Summary of change
23/11/2026	All	Total revision of policy (Diocesan)

1. Purpose

As a Parish we are committed to reflecting God's heart as a community of grace, justice, safeguarding, and hope for those seeking a fresh start. This is particularly important for those wanting to work or volunteer with us who have a criminal record.

This policy sets out how we consider applications from people with criminal records in a way that is fair, transparent, and risk-aware. The policy also forms part of our commitment to safer recruitment and continuing to create a church where children, young people and vulnerable adults can be safe.

This policy aligns with the **Rehabilitation of Offenders Act 1974**, **DBS Code of Practice**, and the **Church of England Safer Recruitment and People Management Code of Practice**.

2. Scope

This policy applies to the appointment and recruitment processes for:

- All Clergy and Licenced Lay Ministers (LLMs) appointed by the Parish,
- All Parish employees and volunteers

3. Principles

In all our appointment and recruitment processes we want to apply the following principles:

- **Fair opportunity** - We recognise that many people with past convictions can and do make positive contributions to church life and ministry.
- **Safeguarding first** - No appointment will compromise the safety of children, young people, or vulnerable adults.
- **Rehabilitation** - We support the reintegration of people with criminal records where it is safe and appropriate to do so.
- **Proportionality** - Decisions will be based on relevance, seriousness, recency, and risk, not stigma.
- **Confidentiality** - Disclosure information is handled sensitively and lawfully.
- **Consistency** - All applicants are treated fairly and assessed against the same criteria.

4. Appointment/Recruitment Process

4.1. Advertising

All job and role descriptions will identify the level of contact the role will have with children, young people, or vulnerable adults, or supervision of those who do, and therefore the level of DBS required, if any. For roles that require an enhanced DBS check, a Church of England Confidential Declaration Form (CDF) will be required to be submitted by the candidate alongside their application form. For all other roles a CDF will not be required.

All adverts will state whether a Church of England Confidential Declaration Form (CDF) is required alongside the application form and whether a DBS check will be required for successful applicants.

4.2. Disclosure of Criminal Records

For roles requiring a DBS check at enhanced level

For roles requiring a DBS check at enhanced level, applicants will be asked to complete a CDF alongside their application form, which invites declaration of any criminal history.

Applicants will be invited to disclose:

- Unspent convictions
- Spent convictions, cautions, reprimands, and warnings only for roles exempt under the Rehabilitation of Offenders Act

All disclosures will be:

- Treated confidentially
- Discussed openly and sensitively with the applicant
- Considered only in relation to the role applied for

Failure to disclose information that is directly relevant to the position sought may lead to the application being rejected, or the withdrawal of an offer of a post, employment or voluntary position.

For all Parish roles

For all employee or volunteer roles, the application form will invite applicants to declare any unspent convictions.

Failure to disclose information that is directly relevant to the position sought may lead to the application being rejected, or the withdrawal of an offer of employment or voluntary position.

4.3. DBS Checks

Whether a DBS check is required is determined by the duties of the role, as set out in the role or job description, not the individual in the role.

DBS checks at enhanced level (with or without barring lists) will be required for roles that engage in regulated activity.

DBS checks at basic level may be required for other roles for example that

- *handle finance and procurement*
- *regularly visit parishioners in their homes, undertake work with children, youth work or vulnerable adults, where they are not already eligible for an enhanced DBS check*

DBS checks are only requested for successful candidates as part of the conditions attached to their job or role offer.

In undertaking DBS checks the Parish follows the DBS Code of Practice and Church of England Safer Recruitment and People Management Code of Practice.

5. Assessing Disclosures

A structured risk assessment will be completed for any successful applicant who discloses a criminal record. Factors considered include:

- Nature and seriousness of the offence
- Relevance to the role
- Recency and pattern of behaviour
- Evidence of rehabilitation
- Safeguarding implications
- Whether the applicant is barred from regulated activity
- Whether the offence conflicts with the mission, witness, or trust expected of a church role

Such cases will be referred to the Diocesan Safeguarding Officer (DSO) for a risk assessment to be completed in collaboration with Parish. In cases that are not safeguarding related, the Parish may undertake their own risk assessments.

Applications will be terminated with candidates where:

- They are legally barred from the activity the role is involved in
- The risk assessment for the individual identifies an unacceptable or unmanageable risk

6. Roles Involving Regulated Activity

For roles involving children, young people or vulnerable adults:

- **Applicants on the Children's Barred List or Adults' Barred List cannot be appointed, so will not be shortlisted nor interviewed.**
- Where a disclosure is made through a CDF or during the application process, the DSO will be consulted. If the disclosure is through a CDF this will be before shortlisting; if during interview, then before any conditional offer is made; or if through DBS checks, then before appointment.
- Any offence involving abuse, exploitation, violence, or serious dishonesty will require a detailed safeguarding risk assessment.

7. Confidentiality and Data Protection

Disclosure information is stored securely, and for no longer than necessary and access is restricted to those directly involved in the appointment decision and the administration of the appointment process.

Information is processed in line with UK GDPR, Data Protection Act 2018, and the DBS Code of Practice.

8. Training

Parish clergy and staff involved in appointment processes, must complete:

- The Church of England Safer Recruitment and People Management training.
- Unconscious bias training.

9. Appeals

Any applicant who believes their disclosure has been handled unfairly may request the PCC Secretary for a:

- review of the decision, or
- meeting with the DSO to discuss their disclosure, or
- written explanation of the outcome of the review.