

Policy Statement on the Recruitment of Ex-offenders

The Parish of Darfield, All Saints and St. Michael, Great Houghton



As an organisation assessing 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), The Parish of Darfield, All Saints and St. Michael, Great Houghton complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly.

The PCC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. The PCC can only ask an individual to provide details of convictions and cautions that the PCC are legally entitled to know about.

The PCC is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. 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.

The PCC also ensures that they have received appropriate guidance relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974. At interview, or in a separate discussion, the PCC ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. PCC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

This policy was adopted at the PCC meeting held on: 22nd October 2019

This policy will be reviewed: October 2020