

Smethwick Old Church Policy Statement on the Recruitment of Ex-Offenders

The Parochial Church Council of Smethwick Old Church agreed to adopt all of the House of Bishop's safeguarding policy and practice guidance and The Church of England - Birmingham's procedures.

As an organisation assessing applicants suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal records checks processed through the Disclosure and Barring Services (DBS), Smethwick Old Church complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

Smethwick Old Church undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of conviction or other information revealed.

Smethwick Old Church can only ask an individual to provide details of convictions and cautions that Smethwick Old Church 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).

Smethwick Old Church can only ask an individual about convictions and cautions that are not protected.

Smethwick Old Church 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.

Smethwick Old Church has a written policy on the recruitment of ex offenders, which is made available to all DBS applicants at the start of the recruitment process.

Smethwick Old Church 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.

Smethwick Old Church selects all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS once 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 DBS certificate will be submitted in the event of the individual being offered the position.

Smethwick old Church ensures that those in the Parish who are involved in recruitment process have been suitably trained to identify and assess the relevance and circumstance of offences.

Smethwick Old Church also ensures that they 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, Smethwick Old Church ensures that an open and measured discussion takes place on the subject of any offence 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

Other Useful Contacts:

Bishop's Safeguarding Officer
07342 993 844
National Domestic Violence Helpline
0808 2000 247
Birmingham & Solihull Women's Aid
0808 800 0028
West Mercia Women's Aid
0800 980 3331
Staffordshire Women's Aid
0870 2700 123
Black Country Women's Aid
0121 552 6448
Men's Advice Line
0808 801 0327
Galop (LGBT)
0800 999 5428
Action on Elder Abuse
0808 808 8141

This statement was adopted by Smethwick Old Church
PCC at Parochial Church Council Meeting on
12 September 2019

Signed by:

Incumbent
Revd Deb Buckley

Church Warden
Jean Martin

Church Warden
Matthew Turley

This policy will be reviewed each year to monitor the
progress which has been achieved.

* A Church Officer is anyone appointed by or on behalf of
the Church to a post or role, whether they are
ordained or lay, paid or unpaid.