

Policy on the recruitment of ex-offenders

- St Mary's Church, Wootton is 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). St Mary's Church, Wootton, complies fully with the [DBS code of practice](#) and undertakes to treat all applicants for positions fairly.
- St Mary's Church, Wootton undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- St Mary's Church, Wootton can only ask an individual to provide details of convictions and cautions that St Mary's Church, Wootton 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 Mary's Church, Wootton can only ask an individual about convictions and cautions that are not protected.
- St Mary's Church, Wootton 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.
- St Mary's Church, Wootton 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.
- St Mary's Church, Wootton 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.
- St Mary's Church, Wootton selects all candidates for interview based on their skills, qualifications and experience.
- 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.
- St Mary's Church, Wootton ensures that all those at St Mary's Church, Wootton, who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- St Mary's Church, Wootton 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 separate discussions, St Mary's Church, Wootton ensures 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 to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or volunteer role.
- St Mary's Church, Wootton makes 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 Mary's Church, Wootton undertakes to discuss any matter revealed on a DBS certificate with the Diocese of St Alban's safeguarding team before withdrawing a conditional offer of employment or volunteer role.

Adopted by Parochial Church Council: January 2026

Review date: January 2029