

Recruitment of Ex-Offenders Policy for Parishes

Having a criminal record will not necessarily bar you from volunteering or working with the Parish of **All Saints, Wood Norton** – much will depend on the type of job/role you have applied for and the background and circumstances of your offence(s).

We therefore undertake to treat all applicants for positions at the Parish of **All Saints, Wood Norton** fairly and not to discriminate unfairly against volunteers or paid staff who voluntarily reveal that they have a criminal conviction. Equally, we will not discriminate unfairly against volunteers or paid staff where a Disclosure and Barring Service check reveals a criminal conviction or other information about offences.

We are committed to equality of opportunity for all job applicants and aim to select people for employment/volunteering based on their skills, abilities, experience, knowledge and, where needed, qualifications and training.

Therefore, we will consider job/role applicants who have a criminal record on their individual merits. However, our approach depends on the job, and whether it is covered by, or exempt from, the Rehabilitation of Offenders Act 1974.

We encourage all applicants called for an interview to provide details of their criminal record at an early stage in the application process and it will only be seen by those who need to see it as part of the recruitment process.

Should a criminal record be revealed, a decision whether or not to maintain employment/volunteering must have regard to the nature of the crime, when it was committed, the client group involved and the reputation of the Parish.

We will always seek advice from the Diocesan Human Resources Team or where a Safeguarding concern is highlighted with the Diocesan Safeguarding Team to assist us in making a decision.

Anyone who applies to work with us as a volunteer, or in a paid position, will be asked to disclose details of unspent convictions during the recruitment process; candidates must not withhold information about unspent convictions.

At interview or in a separate discussion, we 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 to reveal information that is directly relevant to the position could lead to a withdrawal of an offer of employment or volunteering opportunity.

We undertake to discuss any matter revealed in a Disclosure, or which is revealed by the individual, with the person seeking the position before withdrawing a conditional offer of employment or volunteering opportunity.

For further information please on the Rehabilitation of Offenders Act please click on the link below:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974/guidance-on-the-rehabilitation-of-offenders-act-1974-and-the-exceptions-order-1975>